

FAITH COMMUNITY HEALTH SYSTEM
Jacksboro, Texas
Courier/ Central Supply Clerk
JOB DESCRIPTION

REPORTS TO: Central Supply Director

SUPERVISES: None

SUMMARY:

The Courier is responsible for safely and efficiently transporting medical specimens, supplies, mail, equipment, medications, documents, and other materials between Faith Community Hospital's main facility in Jacksboro and our rural health clinics in Alvord, Bowie, and Graham. This position ensures compliance with healthcare regulations, maintains confidentiality, and contributes to high-quality patient care by supporting timely delivery of critical items. Responsible for monitoring store inventory levels as well as receiving and stocking inventory.

ESSENTIAL FUNCTIONS

- Perform daily scheduled routes between the hospital and in Jacksboro and clinics in Alvord, Bowie, and Graham as well as any additional pickups/deliveries as assigned.
- Pick up and deliver lab specimens, pharmaceuticals, medical records, office supplies, equipment, and inter-office mail while following proper handling, packaging and chain-of-custody procedures.
- Maintain accurate logs of all deliveries, including times, items transported, and any issues encountered.
- Ensure all transported items are handled securely, with attention to temperature control (if applicable) and HIPAA compliance for protected health information.
- Operate and maintain the assigned hospital vehicle(s), including conducting pre and post trip inspections, reporting any maintenance needs, and keeping the vehicle clean and fueled.
- Adhere to all traffic laws, hospital policies, and safety protocols during travels.
- Assist with loading/unloading items as needed, which may involve light lifting (up to 50lbs)
- Communicate effectively with clinic and hospital staff regarding delivery status, delays, or special request.
- Respond to urgent or STAT delivery requests in a timely manner.
- Take stock of inventory. Updates computer generated inventories and documents
- Ensure materials and parts in the supply chain meet the minimum requirements for quality standards.
- Interfaces directly with all departments in the hospital with regards to materials that have been requested to ascertain specifications and needs.
- Any other duties as assigned by management

PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Always maintain patient confidentiality.
- Report to work on time and as scheduled.

- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Always represent the organization in a positive and professional manner.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services

KNOWLEDGE, SKILLS and ABILITIES

- Excellent time management and route planning abilities.
- Safe and defensive driving skills
- Professional demeanor with a commitment to compassionate, community focused care.
- Ability to handle sensitive/confidential materials discreetly.
- Physical stamina for driving, walking, and occasional lifting.

QUALIFICATIONS

- Valid Texas driver’s license with a clean driving record (no major violations in the past (3-5 years)
- High School diploma or GED
- Reliable, punctual, and able to work independently with minimal supervision
- Strong attention to detail and organizational skills
- Basic Computer skills

PHYSICAL REQUIREMENTS

- Manual and finger dexterity.
- Hand and eye coordination.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

Employee Signature

Printed Name

Date

Supervisor

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.