



## JOB DESCRIPTION

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship with Van Buren County Hospital.

An Affiliate of **MERCYONE**

POSITION: <b>Supply Chain Coordinator</b>	STATUS: Non-Exempt
DEPARTMENT:	DATE EFFECTIVE: 6/9/2025
DIRECTLY REPORTS TO: Support Services Manager INDIRECTLY REPORTS TO: CFO	REVISED: 08/21/14, 7/10/24, 6/6/25
SUPERVISES: N/A	SECURITY LEVEL: Medium

### PRIMARY FUNCTION & POSITIONAL PURPOSE

The Supply Chain Coordinator at the hospital plays a critical role in ensuring the timely, accurate, and cost-effective flow of medical and non-medical supplies throughout the organization. This position is responsible for overseeing all daily supply chain operations, including inventory management, procurement, receiving, distribution, and vendor coordination. The Coordinator ensures that essential supplies are consistently available to support patient care and hospital operations while adhering to established budgetary guidelines, regulatory requirements, and quality standards.

In addition to managing logistics and materials flow, the Supply Chain Coordinator provides guidance and training to supply chain staff, monitors key performance indicators, and implements process improvements that enhance efficiency and service delivery. The role also involves close collaboration with clinical departments, finance, and external vendors to forecast needs, solve supply-related challenges, and support strategic sourcing initiatives. Ultimately, the Supply Chain Coordinator ensures that the hospital’s supply chain infrastructure is resilient, responsive, and aligned with the organization’s mission to deliver safe, high-quality patient care.

### POSITIONAL ESSENTIAL FUNCTIONS

*Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job’s purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

#### 1. Supervise Daily Supply Chain Operations

- Directs and oversees daily activities related to receiving, inventory control, distribution, and replenishment of medical and non-medical supplies across all hospital departments.
- Monitors and supports clinical inventory systems, including implementation and restocking cycles for the two-bin system in high-use areas such as Emergency and Med/Surg departments. Works with impact staff to ensure availability and accuracy of par levels and supply flow.
- Organizes and oversees receiving and storeroom operations, ensuring timely and accurate distribution of materials and proper storage of stock.
- Participates on various hospital committees as required or requested. Attends seminars and workshops to further knowledge base in the materials management/purchasing field at the hospital’s request
- Demonstrates behaviors that promote positive customer relations with physicians, staff, patients and visitors.
- Views other departments as internal customers and works to ensure they have the support needed from a supplies perspective to prioritize patient care at all times.
- When necessary, assists the Support Services Manager with departmental personnel matters to include interviewing and the hiring of new staff, evaluating work performance, promotions, counseling, discipline and termination.

- Assists the Support Services Manager with developing the annual operating budget. Continue to monitor budget after adoption.
- 2. Inventory Management
  - Monitor inventory levels to ensure availability of critical items while minimizing waste, overstock, and expired products.
  - Maintains a perpetual inventory control system using manual and automated methods, establishing minimum and maximum levels for each stock item. Oversees regular cycle counts and annual physical inventories in coordination with clinical and support departments. Provides cost benefits analysis to substantiate decisions in product selection
  - Develops departmental goals and objectives in collaboration with direct supervisor.
- 3. Purchasing and Vendor Coordination
  - Coordinate with approved vendors to ensure timely ordering and delivery of supplies. Maintain positive vendor relationships and resolve issues related to quality, service, or delivery delays.
  - Maintains familiarity with and utilizes GPO contracts whenever possible
  - Maintains current knowledge of purchasing trends, product recalls, and market disruptions that may impact availability or pricing. Adjusts procurement strategies as needed to ensure continuity of care and cost efficiency.
- 4. Process Improvement and Compliance
  - Identify, recommend, and implement process improvements to enhance supply chain efficiency, accuracy, and cost-effectiveness. Ensure compliance with internal policies, regulatory standards, and accreditation requirements for all aspects supply chain management.
  - As directed by the Support Services Manager, implements policies and procedures for departmental operations.
  - Follows policies and procedures for infection control and facility safety in accordance with regulatory guidelines.
- 5. Data Analysis and Reporting
  - Utilize supply chain management systems to track key performance indicators (KPIs), analyze usage patterns, and produce routine and ad-hoc reports for leadership review and decision-making.
- 6. Staff and Development
  - Participates in and supports the cross training of staff across the Support Services department portfolio.
- 7. Collaboration with Clinical and Operational Teams
  - Partner with nursing, surgical services, and ancillary departments to anticipate supply needs, support patient care workflows, and respond to urgent requests or disruptions.
  - Oversees the procurement of all central supplies, equipment, and services. Collaborates with department managers to support decentralized inventory systems, including the two-bin replenishment process used in ED and Med/Surg. Assists with product research and cost evaluation for capital expenditures.
  - Works with departmental managers to ensure appropriate PAR levels are maintained for all supplies. Follows the established process to ensure changes can be made in a timely manner.
- 8. Support Strategic Sourcing Initiatives
  - Assist in evaluating purchasing contracts, standardizing products, and participating in group purchasing initiatives to reduce costs and improve consistency.
- 9. Technology Utilization
  - Ensure effective use of inventory management and supply chain systems. Champion automation and digital tools that improve accuracy and productivity.
- 10. Emergency Preparedness
  - Maintain supply readiness for emergency situations by ensuring critical stock levels are maintained, alternate vendors are identified, and supply chain continuity plans are in place.

## ALL EMPLOYEE ESSENTIAL FUNCTIONS

*All Employee Essential Functions are those tasks, duties, and responsibilities that are necessary for every VBCH position to accomplish the organization's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the expectations for which every person is held accountable.*

1. Attendance at work on a regular and reliable basis.
2. Maintains patient, hospital and, employee confidentiality in all aspects of the job.
3. Meets with supervisor concerning policies and procedures, work assignments, financials and other functional problems. Keeps supervisor informed of department activities and needs.
4. Complies with all established policies and procedures of the hospital and of the department, to include the Code of Conduct and the Code of Ethics and Compliance.
5. Must be able to safely work in an environment where latex is prevalent.
6. Complete annual education requirements. Stays up-to-date with industry matters.
7. Attend meetings as appropriate.
8. Meets standards of hospital infection control.
9. Maintains all applicable regulatory requirements, including licensure requirements when applicable.
10. Commits to being diligent about safety policies and practices within the organization and assigned department.
11. Accepts additional duties as assigned when they are deemed appropriate by the employee's supervisor

## ONE CULTURE BEHAVIORS – ALL EMPLOYEES

*All employees of VBCH are expected to display the cultural values and competencies of VBCH. This is an essential function of each employee's job and all positions will be held accountable for demonstrating these behaviors.*

### 1. Be One - I benefit from and strengthen VBCH.

- **Think TEAM, not self.**
  - Have a shared sense of purpose and clear goals and understand that we all make a difference
  - Appreciate diversity, recognize each individual has value and we can accomplish more together.
- **Ask for help. Give help.**
  - Make time for everyone. No one is an interruption. Each person is my reason for being at VBCH.
  - Be honest and open in all relationships, interactions, and in providing care.
- **Communicate like your life depends upon it.**
  - Take time to explain and communicate what to expect.
  - Respectfully and effectively communicate within your department and within the organization.

### 2. Personalize Care – Your experience. My responsibility.

- **Bring energy and passion every day.**
  - Ensure consistent care by committing 100% to each individual patient, family and staff member.
  - Deliver the best outcome and excellent service through the dedicated effort of every team member.
- **Serve the patient or support someone who does.**
  - Look beyond assigned tasks and job duties and focus on your purpose.
  - Embrace supporting one another as a way of achieving greatness.
- **Invest the time to listen, care and connect.**
  - Treat others as you would like to be treated – with dignity, respect, care and sensitivity to privacy.
  - Reassure the patient and their family that you know the importance of your job in relation to the care.

### 3. Own It – I own my actions to deliver Key Results.

- **Step up or step aside.**
    - Lead by example; be honest and trustworthy, while always maintaining confidentiality.
    - If unable to meet a request, find someone who can.
  - **Take responsibility for your attitude and impact.**
    - Accept personal responsibility to always do the right thing even when no one is looking.
    - Take the time to do things right the first time.
  - **Make excellence happen.**
    - Follow through when you tell someone you will do something for them. Make contact with them throughout the process as well as after the task is completed.
    - Realize what we do is a reflection of ourselves and our organizations.
- 4. Improve Daily - I make improvements every day for those we serve including each other.**
- **Have a “get better” mindset.**
    - Strive to be the best at what we do. Seek ways to continually improve patient and employee satisfaction.
    - Seek out opportunities to improve skills for personal and professional growth; supporting common goals of the organization.
  - **Be coachable.**
    - Sincerely acknowledge and take corrective action when expectations are not met.
    - Commit to professional and personal development.
  - **Seek solutions. No blaming, complaining or defending.**
    - Problem solve with input from each individual. Maintain a positive attitude and focus on solutions by working through challenges and conflict together.
    - Focus on process when seeking solutions, not on people.
- 5. Innovate - I imagine and embrace bold new ideas to revolutionize health.**
- **Challenge the status quo. Create new possibilities.**
    - Look for opportunities to improve the patient, family and staff experience through innovative thinking and process improvement.
    - Be an active participant in organization activities and community events.
  - **Be proactive and embrace change.**
    - Be receptive to different ideas and responses from fellow coworkers.
    - Be open and willing to change to improve outcomes.
  - **Be curious – don’t be afraid to fail.**
    - Be willing to go the extra mile and do what is necessary, even if that means to do things differently, to not only meet but exceed expectations.
    - If you or the team fails, grow from the experience and try again.

## EDUCATION, CERTIFICATION, & EXPERIENCE REQUIREMENTS

1. Associate’s or Bachelor’s degree in Business, Supply Chain, or related field (preferred)
2. 3-5 years of experience in purchasing, preferably in a healthcare setting
3. Familiarity with GPO Contracts and inventory systems (e.g., two-bin, PAR level)
4. Proficiency in procurement and inventory software systems
5. Strong interpersonal, negotiation, and organizational skills

## WORKING ENVIRONMENT

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

Conditions	Never 0%	Occasionally 1 - 33%	Frequent 45 – 66%	Continuous 67 – 100%
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor exposure to extreme cold or extreme heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to wet and/or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise including patient call lights, buzzers and alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Latex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other – please explain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity and/or Electric Shock				
Toxic or caustic chemicals and fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High, exposed places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power or impact tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other – please explain	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lift/Carry				
1 – 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 – 20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 – 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull				
1 – 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 – 20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 – 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75+ lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Movement				
Sitting for long periods of time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouch/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above the shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below the shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive Motion (arms, wrists, hands)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finger usage (feeling for pulse, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication (talking and hearing)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visual Acuity for reading and computer usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visual Acuity for drawing measurements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## EMPLOYEE HEALTH REQUIREMENTS

Must follow all employee health requirements including, but not limited to, the following:

- Employee Health screenings every 4 years after hire as required by State Law
- Yearly flu shots and Covid boosters are recommended but not required.

## SIGNATURES

**I have read this job description and understand the physical requirements and essential job functions. I am able to perform these essential job functions with/without reasonable accommodations. Required accommodations are explained below:**

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Employee Signature

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Date

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Department Head Signature

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Date

## DISCLAIMERS

Van Buren County Hospital has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by his/her manager. Requirements are representative of the minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Non-Discrimination Policy:** It is the policy of Van Buren County Hospital not to discriminate in its services, programs, or employment on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Van Buren County Hospital reasonably accommodates those persons with disabilities to allow for the performance of essential job functions or who may require alternative means for access. Any concerns or requests for accommodations should be directed to Matt Tipling, matt.tipling@vbch.org or 319-293-8754.