

Ocean State Center for Independent Living

Assistive Technology Inventory Coordinator Job Description

Maintain and track activity of Assistive Technology Equipment Loan Program for non-profit agency, including maintaining/updating inventory, monitoring and documenting equipment donations.

Duties: Coordinate all activities maintaining the Equipment Loan program (ELP):

- Track all inventory via computer programs
- Maintain agency inventory List
- Document and record all equipment donations.
- Approve, receive, provide receipt, and document all donations.
- Responsible for generating all Purchase Orders.
- Responsible for providing ELP activity information on a regular basis for preparation for monthly/quarterly reports.
- Responsible for price-checking items for best price options.
- Work closely with the Home Access Coordinator on scheduling appointments and deliveries.
- Receive information calls related to inventory.
- Clean and sanitize all donated equipment.
- Prepare requested equipment for consumer delivery and presentations.
- Update inventory – clean out outdated stock, replace broken items.
- Distribute unused equipment to other agencies.
- Assist answering incoming agency calls as needed.

Education/Qualifications:

- Associate's Degree or equivalent preferred. Will consider someone with relevant experience.
- Must be detail oriented, extremely organized and can work independently.
- Having knowledge of available assistive technology/devices available to persons with disability helpful.
- Must be able to lift 30 lbs. to accept product deliveries and assemble products.
- Must be computer literate and able to learn new MIS system; and be proficient in Microsoft Office and Excel.
- Driver's license helpful (for equipment delivery.)

We are an Equal Opportunity Employer. Persons having disability are encouraged to apply.