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## POSITION DESCRIPTION

**POSITION TITLE:** SUPERVISOR, MATERIALS SERVICES

**DEPARTMENT:** MATERIALS MANAGEMENT

**CLASSIFICATION:**

**UNION:** NON-UNION

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** MANAGER, MATERIALS SERVICES

**POSITIONS SUPERVISED:** Materials Management Warehouse Clerks, Material Management Aides, Courier Drivers

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## POSITION SUMMARY

Under the direction of the Manager, Materials Services the Supervisor, Materials Services carries out various managerial, purchasing and administrative functions for the Interlake- Eastern Regional Health Authority.

The Supervisor, Materials Services acts as a liaison between all IERHA sites and services, Materials Management staff and external agencies to oversee the day to day operations by ensuring an orderly flow of information and proper functioning of the procurement process.

The position of Supervisor, Materials Services functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Provide leadership to materials management staff with a primary focus on operations at the Selkirk Regional health Centre.
- Reviews all processes involved from receiving product/supplies to distribution to customers, through collaboration and consultation with all stakeholders; helps develop processes that meet stakeholders needs.

- Plans, establishes and determines work standards and practices for the successful flow of goods and services in a responsible manner that maximizes efficiency and cost effectiveness.
- Performs all duties related to staff supervision including, but not limited to:
  - Hiring
  - Training and orientation
  - Performance management
  - Scheduling vacation time
  - Arranging for staff replacement for vacation and sick call
  - Approving all payroll changes
- Manage regional recall and alerts.
- Work closely with the Manager Materials Services and the Purchasing Assistants to manage supply backorders.
- Process and manage capital and medical equipment requests.
- Participate on various regional project teams as required.
- Maintain vendor and item information in GP Dynamics.
- Oversee print shop operations at the Selkirk Regional Health Centre.
- Work closely with the Manager Material Services to foster an environment of continual process improvement.
- Work closely with the Manager Materials Services to handle internal complaints and work with all stakeholders to achieve a resolution.
- Provide vacation coverage for the Manager Materials Services.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Post-Secondary education in business/management (combination of education and experience may be considered)
- enrollment or completion of a recognized purchasing/supply chain management program

**REQUIRED KNOWLEDGE:**

- thorough working knowledge of windows based programs (Microsoft word, excel, outlook, teams)
- working knowledge of Microsoft gp dynamics or comparable materials management software

**EXPERIENCE REQUIRED:**

- Two (2) years supervisory/management experience in a unionized environment
- Four (4) years related experience in a Purchasing / Warehouse environment

**SKILLS/COMPETENCIES:**

- Effective written and verbal communication skills
  - Ability to work independently and in a team environment
  - Demonstrated leadership and conflict resolution skills
  - Strong customer, organizational, problem solving and decision making skills
  - Valid Manitoba drivers license.
  - Mental and physical ability to meet the demands of the position.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will/ May be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
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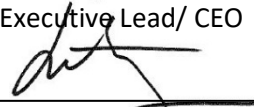
Created: August 2024  
Date

Revised: \_\_\_\_\_  
Date

Approved by: Bridget Broek Aug 26, 2024  
Regional Manager/ Supervisor Date



Approved by: \_\_\_\_\_ August 26, 2024  
Executive Lead/ CEO Date

Reviewed by:  \_\_\_\_\_ August 27, 2024  
Executive Lead, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*