

Job Posting

Job Title: Delivery Driver / Service Technician (Non CDL / Customer Service)

Status: Full-Time

Location: Shrivvers Home Oxygen & Medical

Reports To: Customer Service Coordinator

General Summary: A service/delivery position responsible for delivery and service of home medical equipment as well as company products to customers within the company service area.

Essential Job Responsibilities:

- Deliver and set up medical equipment and oxygen as required in accordance with industry standards including U.S. Department of Transportation (DOT) and U.S. Food and Drug Administration (FDA) guidelines and other regulations. Maintain home oxygen systems through regularly scheduled visits to patient. Process all orders in a timely, accurate manner. Educate patients in proper use and care of respiratory and HME equipment in a home setting. Complete written patient visit reports following setup and follow-up visits as required.
- Perform routine preventive maintenance and simple repairs on equipment as required in accordance with company policies. Assist in resolving patient equipment problems under emergency conditions. Report equipment hazards and/or product incidents as required in accordance with company policies and procedures.
- Promote services and products to referral sources in the community as appropriate.
- Develop basic reimbursement knowledge and completely document all information necessary to ensure reimbursement for all appropriate equipment, products and services.
- Develop and maintain working knowledge of (i) current HME products and services offered, and (ii) all applicable governmental regulations. Develop technical knowledge, as appropriate, of the HME or respiratory products and services provided by the HME Company.
- Assist with implementation of quality improvement program to meet company and accreditation standards.
- Assume on-call responsibilities during non-business hours in accordance with company policy for same.
- Comply with all applicable company policies and procedures. Other duties as assigned.

Education: High school diploma or equivalent

Experience: One year experience preferred.

Performance Requirements: **Knowledge:** Knowledge of roads and landmarks in current delivery area; Knowledge of company policies and procedures; Knowledge of company's blood borne pathogens and proper equipment cleaning procedures. **Skills:** The ability to make change when making deliveries; Ability to work in a fast paced environment. **Abilities:** Ability to pass back ground check; Must maintain a driving record in compliance with the company's insurance company standards.

Equipment Operated: Delivery vehicle, basic computer and phone skills. **Work Environment:** Fast paced home medical equipment environment. May require weekend and evening work. **Mental/Physical Requirements:** Position requires employee to drive for extended periods of time. Position requires employee to sit or stand for extended periods of time and occasionally lift up to 40 pounds.

Application Procedures: Apply online@ www.shrivverspharmacy.com or send resume to hr@shrivverspharmacy.com. Deadline to apply October 22, 2020