

POSITION DESCRIPTION

Department Name: HPRC Administration	Department Number:	Revision Date: 10/2009
Position Title: Mail Carrier	Supervisor Title: Executive Administrative Assistant (VP/CFO)	
PATIENT POPULATION SERVED: N/A		
POSITION GOAL		
<p>Receives, sorts, and delivers messages, mail, documents, packages, and other items to, from, and between departments and facilities. Fold and insert patient account statements for mailing. Runs errands. Picks up and delivers documents, supplies, and equipment to and from businesses and other locations. Performs light maintenance duties. Chauffeurs and assists with food service.</p>		
POSITION RESPONSIBILITIES		
<p>Standard I: Recognizes role and operates within an integrated plan of services Standard II: Regular job functions Standard III: Knowledge, judgement, and decision making Standard IV: Communication, teamwork, and customer/guest/employee relations Standard V: Leadership, initiative, and resourcefulness</p>		
PHYSICAL DEMANDS & WORKING CONDITIONS		
<p>Essential function: Must be able to lift, move, and transport heavy packages and equipment weighing up to 50 pounds without assistance.</p> <p>Marginal functions: A large amount of standing, lifting, bending, stooping, squatting, and carrying normally found in an administrative environment.</p> <p>Environmental Factors: May be exposed to changes in temperature and humidity.</p>		
POSITION REQUIREMENTS		
Experience: None		
Education: High school diploma or equivalent required		
Special qualifications: Valid state driver's license required, Class 3 license preferred.		
Outside relationships: Maintain an excellent working relationship with customers, suppliers, vendors, and supported/supporting businesses.		
Interaction with other departments: Maintain an excellent working relationship with all HPRC departments.		

Budget: Assist the Executive Administrative Assistant in operating within the current budget.
Assets Controlled: Equipment, supplies, and company vehicles used in the performance of duties.
Employees Supervised: None
Career Path: None

Age Specific Legend: Infant Birth – 1 Year Adult 18 Years – 64 Years
 Pediatric 1 Year – 12 Years Geriatric 65 – Life Span
 Adolescent 13 Years – 17 Years

Employee Signature: _____

Date: _____