

TAADAS JOB DESCRIPTION

Position: Clearinghouse/ Shipping Manager

Full-time position

Minimum Qualifications:

- High school diploma or GED Basic computer skills
- Good organizational and time management skills
- Ability to lift 50 pounds
- Frequent walking, stooping and standing
- Inventory management skills preferred
- Knowledge of substance abuse preferred

Clearinghouse Responsibilities

- Document and report to supervisor the number of Walk-ins/Video Rentals/Library check outs for the month as well as other reports as requested regarding Clearinghouse use
- Assist Clearinghouse customers
- Monitor literature and packing materials; inform supervisor when supplies are low
- Straighten and dust the clearinghouse and bookstore
- Clearinghouse – Literature
 - Performs intermittent inventories as assigned including file cabinets
 - Fill free literature Clearinghouse orders, including boxing and shipping
 - Inform supervisor if publication titles are needed
 - Copy Literature as assigned
 - Look for new literature and provide recommendations to supervisor
 - Add new literature to online website and notify supervisor
- Clearinghouse Outreach Events
 - Attend Clearinghouse outreach events as assigned
 - Set up exhibit table at events with relevant Clearinghouse materials and REDLINE information
 - Track and report number of items distributed to Redline/Clearinghouse Director
 - Coordinate prospective outreach events with Redline/Clearinghouse Director
- Clearinghouse Emails
 - Create monthly Clearinghouse Emails with literature specific to the prevention month
 - Schedule email blasts to Redline/Clearinghouse lists on Constant Contact

CPRS Training Materials Responsibilities

- Print, assemble, and ship training supplies to participants or trainers

SOR Grant Supplies

- Fill and ship orders for Overdose Reversal kit supplies
- Maintain inventory of these supplies.

REDLINE Support

- Answer REDLINE as assigned to back up primary staff

General Duties

- Maintain organization and inventory of storage, work and media rooms.
- Provide back-up to front desk support: greet in person and phone customers; describe services; transfer as needed
- Assist with projects such as bulk mailings, inventory of office supplies, copying, faxing and other general office duties as assigned

Supervisory Responsibilities:

None

Reports to:

REDLINE and Clearinghouse Director