

## **St. Louis Health Equipment Lending Program (St. Louis HELP)**

### **Job Description: Site Manager**

### **Jefferson County**

St. Louis Health Equipment Lending Program (St. Louis HELP) is a 501(C)(3) nonprofit that for more than 15 years has been providing home medical equipment such as wheelchairs, walkers and hospital beds to people who need it for free. We seek a full-time Site Manager for our Jefferson County location in Crystal City, Missouri.

#### **Responsibilities:**

1. Serve as operations manager and public face of St. Louis HELP in Jefferson County.
2. Manage and work in the warehouse, lifting, moving, repairing and cleaning home medical equipment.
3. Identify community partners in key population centers throughout the County, establishing drop off and pick up locations to enable the majority of the population without transportation to access HELP's services near to home.
4. Share St. Louis HELP's mission and increase awareness with community partners and other social and health provider agencies.
5. Train and manage assistant and volunteers to clean and manage the inventory.
6. Utilize St. Louis HELP's database and other automated processes to ensure tracking of those we serve is managed.
7. Be handy, tightening bolts and repairing used home medical equipment. Be able to show others how to make repairs.
8. Lead annual Home Medical Equipment drive in Jefferson County, partnering with hospitals, nursing homes, hospices, senior centers and the like, to collect health equipment to build inventory.
9. Promote donations of HME locally while leading the distribution of free equipment.

#### **Requirements:**

1. Learn about and be part of Jefferson County.
2. Tell our story to others, generate interest in our mission.
3. Bachelor's Degree preferred. Associate's Degree minimum.
4. Ability to write and speak well.
5. Dependable person, self motivated.
6. Experience in managing a small team preferred.
7. Community development experience is a plus.
8. Valid driver's license and ability to travel throughout Jefferson County and to STLHELP's St. Louis location.

This role requires face-to-face interactions with the Jefferson County community and a valid driver's license for meeting with community organizations throughout the County. Ability to easily lift HME equipment of at least 100 lbs is required. The candidate will need to be comfortable with using a wrench to make repairs, be capable of heavy lifting.

Generous salary. 36 hour work week, ample paid time off and other benefits. Come grow with us.