

Job Description

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TITLE: Fitter

REPORTS TO: Owner(s)

EXPECTATIONS OF WORK HOURS: Full Time, hourly

DUTIES/RESPONSIBILITIES:

1. Adherence to all of the Company's policies and procedures as well as compliance with all accreditation standards
2. Interact with customers/clients as needed showing proper demeanor and behavior with regards to sales and marketing of products
3. Obtain/maintain all applicable certifications or licensure as needed
4. Measure and select appropriate item for customer based on need and physician's order
5. Follow all procedural documentation guidelines and requirements for complete payer reimbursement
6. Fit item according to manufacturer's guidelines
7. Respect customer's dignity and privacy
8. Teach and instruct patient/caregiver in (when applicable) proper use, cleaning, maintenance, storage and troubleshooting of item(s).
9. Participate in all scheduled in-service training programs annually as directed.
10. Provide or supervise all cleaning of service areas to ensure compliance with infection control issues
11. Complete annual competencies as required
12. Other duties as assigned

MINIMUM QUALIFICATIONS:

High School Diploma or GED

REQUIRED KNOWLEDGE/EXPERIENCE:

Successful completion of factory training program by the manufacturer(s) of the products supplied by the company (as applicable)

Effective verbal and written communication skills

REQUIRED LICENSE/CERTIFICATION:

COMPETENCY REQUIREMENTS:

Fitter Competency

PHYSICAL DEMANDS:

1. Sitting, standing, walking, working at desk, counter in office and throughout facility
2. Operation of office machinery and equipment
3. Occasionally lift/move items up to 40 pounds
4. Visual abilities to include reading, distance vision and peripheral vision

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I have received this job description. I believe I am fully capable of performing all items and task listed above and meet all the necessary qualifications.

Signature: _____ **Date:** _____