

Laboratory Assistant:

Job description

Title: Laboratory Assistant

Reports to: Supervisor, Processing / General Manager, Processing

Effective Date: 4/19/2021

Position Summary: Processing of specimens received in various Labs. May have equipment maintenance and quality control duties. May handle hazardous chemicals. May perform some data entry, answering phones, inventory, and filing. Duties may include responsibilities specific to assigned department and may vary dependent on assigned site/department.

Job Specific Duties and Responsibilities:

- Processing specimens: As appropriate for each lab, this may include accessioning, receiving, processing, pouring over, aliquoting, distributing, storing, and disposing of specimens.
- Equipment maintenance, quality control responsibilities, ordering and maintaining correct chemical levels.
- Communicates with healthcare personnel outside of department with regard to reports, clarification of requests, other problems related to specimens, requests, and testing delays.
- Clerical functions to maintain required records, files, and reports pertinent to the functions of a lab. Registration data entry, test data entry, chart review, statistical logs, filing slides, etc. Retrieve incomplete work logs.
- Inventory, order and receive supplies, rotate stock.
- Any other duties as needed.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. It should be understood, therefore, that incumbents may be asked to perform job-related duties beyond those explicitly described.

Licenses/Certifications/Registration: N/A

Education: High school diploma or equivalent required. Recommend online education tutorials in introductory Laboratory topics.

Qualifications:

- A. Work Experience: Minimum 6 months laboratory/Laboratory Assistant experience preferred.
- B. Other Qualifications: Computer / keyboard skills. Familiarity with medical terminology and medical processes. Experience as a Laboratory Assistant I recommended if appropriate to assigned department.

Expected Use and Disclosure of Protected Health Information:

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

Job Type: Full-time

Pay: Up to \$20.00 per hour

COVID-19 considerations:

All employees are required to be tested weekly for COVID-19, regardless of vaccination status. All employees are required to wear masks.