



6620 Highland Rd., Suite 240
Waterford Township, MI 48327
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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

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 recommended if appropriate to assigned department

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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

Who We Are:

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

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.

*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.