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Title: Laboratory Supervisor
Reports to: Laboratory Manager
Effective Date: January 2021

Position Summary: Supervise the daily operations of the assigned department to ensure alignment with departmental and organizational objectives. Collaborate with the Laboratory Manager to coordinate and supervise daily staffing assignments and levels. Assist in providing technical direction and administration to laboratory personnel, ensuring the system of the laboratory testing operates effectively and efficiently.

Job Specific Duties and Responsibilities:

- Oversee the day-to-day operations of the assigned laboratory section(s)
- Interview and hire when needed to meet the required needs of the laboratory and clients in assistance with the Laboratory Manager
- Schedule daily work assignments for section(s) ensuring that work is completed and reported promptly and accurately
- Support Laboratory Manager in preparing schedules and arranging coverage
- Serves as technical resource for staff and clients in resolving problems and in investigating and recommending corrective actions in response to incident reports and/or patient complaints
- Collaborate with manager for improved work methods, increased efficiency, cost reduction strategies, and optimal laboratory operations
- Demonstrate ability to effectively direct and supervise employees
- Collaborate with manager to ensure quality, financial, and customer service objectives are met
- Perform other duties as required and directed

Qualifications:

Required:

- Bachelor's degree in Medical Technology or related science fields
- Minimum of 2 years' experience in related discipline

Preferred:

- MT/MLS (ASCP) or equivalent
- Completion of MT/MLS or CLS internship

Knowledge, Skills and Abilities:

- Strong interpersonal communication skills
- High level of emotional intelligence
- A strong understanding of HIPPA regulations
- Ability to handle a wide variety of tasks and prioritize them accordingly
- Ability to lead department employees while taking direction and input from senior management

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.