



6620 Highland Rd., Suite 240
Waterford Township, MI 48327
Ph: 888-275-5221
Fax: 888-275-5224

Title: Toxicology General Supervisor

Position Summary: Supervises technical and non-technical activities of the assigned clinical laboratory section(s) ensuring testing operates efficiently and effectively and complies with all system and regulatory agency standards. Provides input into the development of department policies and procedures. Ensures laboratory personnel maintain current knowledge of laboratory techniques, procedures and equipment operation. Assists in meeting the business, financial, customer service, quality, safety, and regulatory requirements of the laboratory. Serves as a technical resource for department personnel and clients.

Job Specific Duties and Responsibilities:

- Oversees the day to day operations of the assigned laboratory section(s)
- Plans daily work schedule and assignments for section(s) ensuring that work is done and reported promptly and accurately. Supports Manager(s) in preparing schedules and arranging coverage
- Recognizes the need for and assumes departmental responsibilities daily, when scheduled or in the case of staffing shortages
- Ensures testing operates efficiently and effectively, in accordance with all system and regulatory agency standards. Does so by monitoring department turnaround times; investigating and implementing corrective action; monitoring inventory and ordering supplies
- Complies with preventive maintenance and quality control procedures
- Serves as technical resource to staff and clients in resolving complex problems and in investigating and recommending corrective actions in response to incident reports and/or patient complaints
- Ensures the attainment of objectives through developing, training and evaluating lab staff; participates in hiring process
- Makes suggestions to manager for improved work methods and ways to increase efficiency, reduce costs, and solve operational problems
- Trains and ensures quality and safety standards with staff
- Performs other related duties as required and directed

Qualifications:

Required:

- Baccalaureate degree in Medical Technology or related science fields
- Minimum of 2 years experience in related discipline
- Demonstrated ability to effectively direct/supervise employees

Preferred:

- Completion of MT/MS (medical laboratory science)/CLS (clinical laboratory science) internship
- Experience working in a Toxicology laboratory, reviewing and approving LCMS confirmatory results
- Experience with Sciex instrumentation a plus

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.