Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT
JOB TITLE: Male Lab Technician
Opioid Treatment Program (OTP)

OPEN: September 5, 2018
CLOSE: September 18, 2018
EXEMPT: No
JOB CODE:
SALARY GRADE: (5) $14.35-$16.07 Per Hour
DIVISION: Behavioral Health
SHIFT: Day
DEPARTMENT: OTP
LOCATION: Lummi Healing Spirit
SUPERVISOR: OTP Sponsor
DURATION: Regular Full Time
VACANCIES: 1

JOB SUMMARY: Under the supervision of the OTP Sponsor position is responsible for collection and monitoring male urine submissions, observing chain of custody, and keeping OTP lab operating efficiently. Male Lab Technician is responsible to work as a team member for OTP clinic; perform duties at the front desk and reception related to check in and client flagging.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Implement urine collections protocol, policies and procedures as directed by supervisor and regulatory requirements.
2. Observe and collect direct urine samples, random and scheduled at field collection site.
3. Adhere strictly to chain of custody procedures in handling collections, samples and information.
4. Analyze, interpret and provide quick test results to drug court staff, counselors and to children protective Services etc.
5. Assist clients in completing required paper work, record test results on standardized forms.
6. Maintain records of urine submissions and client data.
7. Work as an OTP clinic team member at front desk and client reception area. Help check clients in using Methasoft and resolve flags as necessary.
8. Maintain accuracy of all court-related documents and client information.
9. Follow Drug and alcohol testing policies and requirements of the Licensed Lab utilized to test the collected urine samples
10. Order and maintain supplies necessary to perform urinalysis testing.
11. Properly prepare the plastic bag that are used to transport specimen to the laboratory, ensure the bags are secure and sealed to prevent the possibility of undetected tampering.
12. The collector must always pay close attention to the donor during the entire collection process to prevent any conduct that clearly indicates an attempt to substitute or adulterate a specimen.
13. Keep work area clean and disinfected not to spread contamination and germs.
14. Participate in staff meetings to discuss problems, issues and solutions as a team.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 3 months of experience and /or training in urinalysis collection for drug testing.
- **OR** willing to train in urinalysis collection for drug testing
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to establish and understand the importance of hygiene and universal infection control procedures in handling all samples and supplies.
- Ability to read, analyze and interpret common and scientific technical reports of test results for specified department that is ordering test.
- Possess computer experience and skill in Microsoft Word or Excel
- Ability to keep inventory of UA supplies ensure that the supplies are kept in a secure and organized manner.
- Possess strong customer/client service skills
- Ability to be sensitive, and understanding to people with chemical dependency addictions.
- Ability to reliable and dependable and willing to work together as a team.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Medical Assistant Training and Certification desirable
- Must adhere strictly to confidentiality requirements in all work related areas, process all client information and activities in a confidential manner consistent with Lummi Counseling Services.
- Must have 8 hour HIV/AIDS and airborne pathogens training **OR** willing to take the next available training.
- Must be drug/alcohol free for at least three years and a positive role model, no dysfunctional habits, attitudes and actions
- Must be willing to attend trainings and seminars pertaining to job.
- Provide evidence of CPR training or be willing to register in the next available CPR training.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376 or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.