



Restoration Counseling & Community Services, LLC

Medical Lab Technician

FLSA Classification: Hourly, Non-exempt, part-time or full-time

Position Type: This is a part-time or full-time position to cover operations that are 24 hours per day 7 days per week, 365 days per year.

Reports to: Chief Compliance Officer

Travel: There is minimal travel required for this position. Any travel will take place between RCCS locations in the Twin Cities.

Manages Others: This position has no supervisory responsibilities.

POSITION PURPOSE:

The roles of RCCS are to restore clients to sober and active members of the community, and to provide prevention services to community members who are at risk of falling to substance abuse and criminal lifestyle. This position will be responsible for testing and reporting of urine drug screens. The MLT is responsible to operate within the standards and guidelines of the RCCS program, CLIA plans, policies, and procedures.

REQUIRED QUALIFICATIONS:

- Graduate of an AMA approved technical program or an associates/bachlo9rs degree in a biological science
- Medical Laboratory Technician (ASCP) certification or Medical Technologist (ASCP) Certification
- Must comply with rules adopted under Minnesota Statutes, chapter 148F
- Knowledge of MS office, Lab information systems and EMRs
- Basic Medical Terminology
- Must be 21 years of age or older

PREFERRED QUALIFICATIONS:

- 3 years basic lab experience preferred but not required
- Strong computer skills
- Comfortable with ambiguity and fast-paced environment
- Excellent communication skills
- Excellent interpersonal skills
- Strong code of ethics
- Lead by example
- Positive attitude
- Open to professional development
- Diversity and inclusion

- Attention to detail
- Document one year of freedom from chemical use problems
- Pass Minnesota Department of Human Services Background Study
- Understand the philosophy of addiction and recovery, as well as chemical abuse and dependency
- Knowledge of Substance Use Disorder
- Knowledge of client rights and staff responsibilities
- Knowledge of Maltreatment of Vulnerable Adults Act and Maltreatment of Minors Act
- Knowledge of RCCS Behavioral Emergency Policy and Protective Procedures

JOB RESPONSIBILITIES:

- Handles Urine Drug Screens (UDS) using universal precautions and proper disposal of UDS and other non-blood samples.
- Collects non-blood samples such as urine, sputum and throat swabs for laboratory testing.
- Maintains daily tallies of specimens collected
- Must have skill in understanding the use of reagents, calibration techniques, and responsive to preventative maintenance.
- When collecting-Verifies positive patient identification, initials, dates and times all collections.
- Ensures specimen requirements are met at the time of collection and maintains specimen integrity.
- Adheres to established procedures for rejection of unacceptable specimens.
- Performs quality-control tests according to department procedure and testing schedule. Records the results in the quality-control log.
- Answers calls-reads lab results to satisfy inquires; answers general questions concerning test orders and collections.
- Prepares specimen for reference laboratory dispatch and testing
- Prepares test order forms and records entries in the reference laboratory log.
- Refers unresolved orders back to originator for further clarification before collecting samples or processing specimens. Makes supervisor aware of unresolved orders.
- Runs work list to ensure all specimens have been run.
- Sends UDS reports to billing department for timely processing.
- Contributes to the general laboratory functions and company needs.
- Maintains compliance with laboratory and facility policies and procedures, as well as safety practices.
- Keeps work area clean, neat and stocked.
- Participate in annual training as required by 245G, CARF and CLIA
- Other duties as assigned

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the Medical Lab Technician. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of a Medical Lab Technician, the employee is frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, and ability to adjust and focus. An employee in this position may need to lift at least 10 pounds, exert him/herself while performing physical restraints and blocks.

ACKNOWLEDGEMENT:

This position description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which are subject to change at any time due to reasonable accommodations or for other reasons.

I, the undersigned, have read the contents of the position description and understand that I am accountable for all the duties and responsibilities outlined herein.

Employee's Name: _____ Date: _____

Employee's Signature: _____ Date: _____