

Position Title. As a Laboratory Technician ("Position"), the Employee is required to perform all of their necessary job functions and duties, and all other duties that may be assigned to Employee from time to time by Employer.

Employee's necessary job functions and duties of the Position shall include, but are not limited too:

- 1) Perform routine specialized tests in one or various sections of the laboratory, independently or with minimal supervision;
- 2) Recognize the significance of each test performed;
- 3) Report results within established time frames;
- 4) Support Continuous Quality Improvement as well as customer service goals through modeling of appropriate behavior by providing a work environment conducive to attaining goals;
- 5) Follow testing procedures as well as policies in the performance of routine specialized tests;
- 6) Identify source nature of test problems; making appropriate recommendation as to course of action;
- 7) Apply scientific method in problem solving; assisting in the evaluation of new methods techniques;
- 8) Assure that quality control criteria are met; adhering to established laboratory policies in handling hazardous substances;
- 9) Record necessary documentation to comply with various agency regulations;
- 10) Perform required instrument maintenance at the prescribed time; logging appropriately;
- 11) Perform minor trouble-shooting on instrumentation;
- 12) Responsible to instruct as well as train rotating new members of the laboratory staff in laboratory testing procedures as needed;
- 13) Assure a clean work area technical clean-up at the end of each shift;
- 14) Assist in maintaining sufficient supplies at each work station;
- 15) Assist in the development as well as evaluation of new procedures protocols;

16) Perform job functions adhering to service principles with customer service focus of innovation, service excellence as well as teamwork to provide the highest quality care service to clients and also co-workers.

This is a full-time position with the expectation that the Employee will devote at minimum forty (40) hours per week to the Position. This may change from time to time as the Employer sees fit.

Education: Bachelor of Science in a preferred field: Microbiology, Chemistry, Biology; etc.

Position Location: Poteau, Oklahoma

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