Laboratory Assistant – Part-time

FFL exists to improve lives, to enrich the lives of our team members and to support our community by giving back to local organizations like Habitat for Humanity, Animal Rescue Project, Borgess Hospital Run and local schools. FFL provides fast, accurate drug test results using the best technology available, done by professional trained team members. FFL plays hard by being intentional with our culture, sponsoring and attending local theatre, sports and music events, and planning ways for our team members to engage at and outside of work. Be a part of our ever-growing company and contribute to our unique culture and Duck Squad! Come learn to QUACK!

Position Overview
This position is responsible for assisting as necessary in the laboratory. Assists the Laboratory Technologists to ensure that the laboratory is clean, organized, stocked and operating efficiently. **Time commitment: 9am to 1:00pm, Monday-Friday (20 hours/week)**

Essential Responsibilities
1. Assists Laboratory Technologists or Certifying Scientists as necessary.
2. Cleans and disinfects work areas, removes trash and cleans equipment.
3. Stocks and organizes laboratory materials.
4. Assists Specimen Processing Coordinator with the receipt, opening, sorting and processing of samples.
5. Always Keeps the lab area safe. Wears appropriate personal protective equipment.
6. Follows all laboratory Standard Operating Procedures to ensure the accuracy of the test results and to maintain CLIA or other certification.
7. Always Maintains HIPAA confidentiality.
8. Helps in other areas of the company as necessary to support the overall growth of the organization.

Team Responsibilities
We expect our employees to be flexible to promote exceptional customer service and teamwork. We require a responsive, committed individual with the ability to assist with specimen processing, filling customer orders, stocking inventory and maintaining a clean work environment. Initiative should be demonstrated every day to ensure the organization runs efficiently and projects are completed within budget, based on required specifications and on schedule. NOTE: Time spent on team responsibilities will be dependent on workload for Essential Responsibilities.

Knowledge, Skills and Qualifications
A high school diploma and a good work history with experience working in a fast-paced environment are required. Other required skills include the ability to work independently, or in a team, manage time effectively, follow instructions, exercise good judgment, and initiative. Must have excellent interpersonal and organizational skills, and the ability to proactively solve problems, and multitask and prioritize.

Physical Requirements
Forensic Fluids Laboratories is a drug-free workplace. Must have the ability to stand most of the day and to walk, sit, stoop, and perform repetitive motion is required. Essential job functions require the ability to focus for prolonged periods of time. Incumbent must wear protective clothing and safety equipment as appropriate. Frequently required to lift 20-40 pounds.

HIPAA Security Level 1 - Technical Safeguard: Limited EPHI access - Viewing, Opening Samples, Processing samples

If you are up to the challenge, we welcome your resume at humanresources@forensicfluids.com

BLL updated 2/19/2020