



## **JOB DESCRIPTION**

Position: Lab Coordinator	Hours: 10+ hours/wk
Reports to: Medical Clinic Manager	Rate: \$20/hr

**Mission** - To better understand and serve with compassion the health and wellness needs of the uninsured, low income, and underserved residents of Walworth County.

### **Core Values**

- **DIGNITY** - We believe all humans have a shared intrinsic worth.
- **TRUST** - We build strong relationships by being professional, competent and accountable.
- **COLLABORATION** - We resourcefully leverage our relationships to maximize opportunities for wellness.
- **FLEXIBILITY** - We are courageously curious to best adapt to the needs of our community.
- **COMPASSION** - We demonstrate empathy in action by sharing the human experience.

### **Position Profile**

While fully embracing the O AFC mission and core values, the Lab Coordinator will serve as an integrated health care worker within the organization, and employ all available resources to maximize patient care. They work under the direction of the Medical Clinic Manager to collect biological samples and prepare lab diagnostic tests to ensure the health and safety of O AFC patients. They are trusted to follow laboratory best-practices and professional ethics and boundaries. The Laboratory Coordinator will also handle administrative tasks, maintain inventory, and assist in training new volunteers and students.

### **Key Roles**

1. Oversee the daily functions of the laboratory, ensuring compliance with safety and quality standards while fostering a culture of compassion and trust among team members.
2. Coordinate and schedule laboratory activities with flexibility to adjust to the dynamic needs of the clinic, optimizing workflow and ensuring seamless patient care.
3. Manage laboratory supplies and inventory, including ordering, stocking, and maintaining equipment.
4. Assist clinical staff in protocol development and procedures
5. Conduct regular inspections of laboratory equipment and maintain comprehensive records of maintenance.
6. Enforce laboratory safety protocols and conduct safety training for all staff and students.
7. Collaborate with other departments to facilitate research needs and communicate effectively about project timelines and requirements.
8. Maintain accurate documentation and records of results, and standard operating procedures (SOPs).



## **Job Accountabilities**

- Receiving, labeling and safely storing samples to be tested
- Determining and performing tests needed for the analysis and report
- Recording tests and analyses and then reporting the results
- Organizing and storing samples in accordance with all safety and other requirements to ensure the safety of personnel and integrity of the sample
- Cleaning and maintaining lab equipment, including recalibration of equipment
- Maintaining equipment records and daily work logs
- Staying current on technical and scientific advances in their field
- Engage and coach volunteers in your area of responsibility, in accordance with policies and procedures.
- Maintain a clean work environment utilizing standard cleaning procedures.
- Responsible for clear communication to and from patients and teammates to contribute to smooth flow of clinic and patient care.
- In conjunction with the clinic staff, ensures that health outcome measures and other statistical data is maintained in an easily accessible and timely manner.
- Treats patients, volunteers, teammates and visitors with compassion, dignity and respect.
- Able to remain flexible and positive in a fast-paced, non-profit Clinic environment.
- Promote high ethical and professional standards in all relationships and activities
- Establish and maintain effective collaborative relationships with agency staff, other key agencies, and any other organizations and individuals important to the success of the agency's work
- Attend training sessions for professional development in coordination with the clinical staff
- Collaborate with organization staff to ensure continuity of care, facilitate improved client outcomes, and strive toward agency excellence.

## **Education and Experience**

- Bilingual in English and Spanish desired
- High School diploma, GED, or equivalent. Lab Tech Certification valuable. Previous experience in a laboratory, healthcare, human relations, or customer service setting
- Previous experience as a Lab Technician desired



### **Knowledge, Skills and Abilities**

- Good eye-hand coordination, especially in the case of Lab Technicians in the medical field, who have to use needles and microscopes when collecting and preparing specimens for analysis
  - Attention to detail and good organizational skills
  - Good communication and teamwork skills
  - Understanding of electronic and computerized equipment in laboratories
  - Able to follow instructions and strictly follow procedures
  - Strong interpersonal skills
  - Ability to take initiative for new responsibilities and projects
  - Exhibits a willingness to learn new skills
  - Ability to effectively coach others
  - Ability to exercise considerable tact and judgment when working with sensitive and confidential information
  - Ability to communicate effectively and relate to individuals from various economic, social, and cultural backgrounds and vulnerable populations
  - Exhibits willingness to ask for help when situations or problems present which are beyond their ability, knowledge, or scope of practice
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***Acceptance: I have read, understand and accept this job description as stated above:***

Name \_\_\_\_\_ Date \_\_\_\_\_