

POSITION: Program Coordinator-Drug Testing Laboratory

Posting # 2350-0118jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 38 \$22.36 – Step 44 \$25.70 per hour, \$1,789-\$2,056 Bi weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: January 3, 2018

CLOSING DATE: Open Until Filled

All applications received by January 10, 2018 will be screened by the HR Office. Those applications meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR Office will continue to consider qualified candidates, as needed, until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision of a Program Services Manager or a Program Manager, coordinates drug testing functions of the Utah County Division of Substance Abuse.

DUTIES INCLUDE: Supervises, plans, and coordinates the work of program personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns.

Evaluates performance and conducts performance appraisals; assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure. Assists in preparing the program's budget; determines priorities and allocation of funds; monitors purchases and expenditures; inventories and orders program supplies and minor equipment; manages contractual relationship with primary laboratory equipment and reagent supplier and with backup clinical laboratory.

Oversees testing services; ensures chain-of-custody and Utah County Division of Substance Abuse Drug Testing Laboratory processes are followed in performing immunoassay screening for drugs of abuse; oversees the operation and maintenance of the V-twin Biochemical analyzer according to strict methodologies. Serves as primary point-of-contact for the division's Medical Review Officer.

Analyzes, reviews and interprets data in accordance with the Substance Abuse Mental Health Services Administration (SAMHSA) mandatory guidelines and other regulatory organizations. Constructs, maintains, operates, and oversees standard laboratory equipment; runs calibration and controls, pipettes samples and volumetric solutions; manages the distribution of reagents and waste contamination.

DUTIES (cont.) Oversees security of testing equipment and supplies; ensures compliance with bio-hazard safety standards and proper handling of potentially hazardous chemicals and biological agents.

Maintains client billing and productivity data and associated reports ensuring strict confidentiality of client information according to policy and law.

Represents program on behalf of the Utah County Division of Substance Abuse to other public or private agencies; provides information, technical assistance, and training; acts as a resource for various public and private groups and advocates for support of services.

Monitors program to ensure compliance with state, federal, and county laws and regulations; assists in the development and implementation of policies, procedures, and standards for providing services; develops and administers continuing quality improvement protocol; consults with outside agencies to improve service delivery and share information.

EVALUATION AND SELECTION FACTORS INCLUDE:

Basic Knowledge of: interviewing methods and techniques; the principles and practices of social casework and substance abuse assessment instruments.

Considerable Knowledge of: drug screening analysis and specimen validity testing of urine samples including interpretation of numeric readings/ratios; HIPAA and other laws and regulations relevant to work performed; current drug use trends.

Skill in: reading, writing, and basic math; word processing and basic programs.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; work with limited supervision; train and supervise others; work with groups and individuals at every level of society; coordinate multiple tasks efficiently.

REQUIREMENTS FOR EMPLOYMENT: Bachelor's Degree or equivalent in biology or a related science field and (3) years of work experience in a laboratory or performing counseling activities in a substance abuse or other mental health treatment setting. Equivalent combinations of education and experience may also be considered. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.