



Program Supervisor – Laboratory

Job Description

Department: Drug and Alcohol Prevention and Treatment
Position: Career Service
Grade: 510
Supervisory: Yes
Reports to: Deputy Directors

Summary

Under general supervision of the Deputy Director of Operations and the Deputy Director of Clinical Services, coordinates drug testing functions of the Utah County Department of Drug and Alcohol Prevention and Treatment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, and coordinate the work of program personnel. Oversee training and ensure work is completed accurately and efficiently. Identify, evaluate, and resolve personnel concerns.
2. Evaluate performance and conduct performance appraisals. Assist 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.
3. Assist in preparing the program's budget. Determine priorities and allocation of funds and monitor purchases and expenditures. Inventory and order program supplies and minor equipment
4. Manage contractual relationship with primary laboratory equipment and reagent supplier and with backup clinical laboratory.
5. Oversee testing services. Ensure chain-of-custody and Utah County Department of Drug and Alcohol Prevention and Treatment drug testing laboratory processes are followed in performing immunoassay screening for drugs of abuse. Oversee the operation and maintenance of the biochemical analyzer according to strict methodologies.
6. Serve as primary point-of-contact for the department's Medical Review Officer.
7. Analyze, review and interpret data in accordance with the Substance Abuse Mental Health Services Administration (SAMHSA) mandatory guidelines and other regulatory organizations.
8. Construct, maintain, operate, and oversee standard laboratory equipment. Run calibration and controls, pipettes samples and volumetric solutions and manage the distribution of reagents and waste contamination.

For Office Use Only

Job Code: 2350

Job Title: Program Supervisor – Laboratory

FLSA: Exempt

Effective Date: 11/26/2018

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Supervisor

9. Oversee security of testing equipment and supplies. Ensure compliance with bio-hazard safety standards and proper handling of potentially hazardous chemicals and biological agents.
10. Maintain client billing and productivity data and associated reports ensuring strict confidentiality of client information according to policy and law.
11. Represent laboratory on behalf of the department to other public or private agencies. Provide information, technical assistance, and training. Act as a resource for various public and private groups and advocates for support of services.
12. Monitor program to ensure compliance with state, federal, and county laws and regulations. Assist in the development and implementation of policies, procedures, and standards for providing services. Develop and administer continuing quality improvement protocol. Consult with outside agencies to improve service delivery and share information.

Knowledge, Skills, and Abilities

- Knowledge of interviewing methods and techniques
- Knowledge of the principles and practices of social casework and substance use disorder behaviors
- Knowledge of drug screening analysis and specimen validity testing of urine samples including interpretation of numeric readings/ratios
- Knowledge of HIPAA and other laws and regulations relevant to work performed
- Knowledge of current drug use trends
- Skilled in reading, writing, and basic math
- Skilled in word processing, excel, and basic programs
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to work with limited supervision
- Ability to train and supervise others
- Ability to work with groups and individuals at every level of society
- Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

This position has direct supervisory responsibility.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. Work regularly exposes the incumbent to hazardous chemicals and requires the use of protective gear such as glasses, gloves and lab coat.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to 40 pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Bachelor's degree in biology or a related science field.
2. Three (3) years of work experience in a laboratory OR performing counseling activities in a substance abuse or other mental health treatment setting.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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