

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM COORDINATOR - DRUG TESTING LABORATORY
CLASS CODE: 2350

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 4/8/2010
DEPARTMENT: SUBSTANCE ABUSE

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.

GENERAL ESSENTIAL DUTIES

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, pipetts samples and volumetric solutions; manages the distribution of reagents and waste contamination.

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.

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KNOWLEDGE, SKILLS, AND ABILITIES

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.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; uses full spectrum vision including identifying and distinguishing color and adjusting focus; uses tools or equipment requiring a high degree of dexterity and hand/eye coordination.

Occasionally: lifts or otherwise moves objects weighing up to 40 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building. 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.

EDUCATION AND EXPERIENCE

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.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Selected applicants may be subject to a criminal background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.