



DRUG TESTING ATTENDANT (GRASS VALLEY, CA)

QUALIFICATIONS:

1. Good knowledge of standard laboratory operating procedures and standards.
2. Good knowledge of routine laboratory testing techniques.
3. Knowledge of accurate record maintenance.
4. Knowledge of ordering, stocking, and inventory procedures.
5. Working skill in verbal and/or written communications.
6. Working skill in dealing effectively with others
7. Data recording and report preparation, working skill in following multiple, detailed procedures.
8. Empathy with alcoholics and/or drug abusers.
9. Willingness to gain knowledge of legal and administrative requirements of Federal, State and County programs.
10. Ability to communicate in writing and verbally.
11. Willingness to gain knowledge of legal confidentiality requirements.
12. Ability to present a professional image to the Community.
13. Demonstrated excellent interpersonal skills with peers, supervisors, and organization authorities.
14. If a recovering person, a minimum of two years continuous sobriety and active participation in a program of recovery.

RESPONSIBILITIES AND COMPETENCIES:

1. Accompany clients during collection of urine; assist clients in completing testing forms.
2. Operate Wintox drug testing equipment.
3. Work safely with chemicals; manually test specimens for sample tampering;
4. Send specimen samples to independent labs for further testing when necessary.
5. Maintain log of all samples.
6. Perform quality checks and calibration on equipment
7. Report test results to appropriate parties; enter results into data base;
8. Prepare written reports and records on an ongoing basis.

9. Maintain inventory and order supplies. Efficiently use inventory to obtain maximum allowable testing from materials.
10. Maintain files and records.
11. Perform routine laboratory maintenance and clean up as needed.

EDUCATION:

1. Must be able to attain within a reasonable amount of time any certifications needed to perform duties.
2. General knowledge of 12-step programs and principles.

Email resume to hrinfo@corr.us or fax to 530-435-5106.