# United States Virgin Islands Department of Health

# Public Health Laboratory Position Description

**POSITION TITLE:** **Territorial Laboratory Technician – Leptospirosis, Melioidosis and Other Bacterial Infections**

**STATUS: Full-time, Exempt**

**LOCATION: St. Croix, United States Virgin Islands**

**APPROVED BY: United States Virgin Islands Department of Health, US Centers for Disease Control and Prevention (CDC), Association of Public Health Laboratories (APHL)**

**APPROVAL DATE: 12/15/2018**

**POSITION SUMMARY:**

This position performs technical work involving chemical analysis of fluids and other substances. The laboratory analysis is concerned with the detection and identification of substances contributing to disease, illness, environmental health and other public health issues. The ideal candidate performs routine clinical laboratory tests done in hematology, chemistry, immunohematology, microbiology, immunology and coagulation; conducts specimen processing, verification and validation, routine diagnostic testing; and provides assistance with development and revisions of laboratory documentation. The work requires knowledge of and skill in using a range of chemical analysis procedures and techniques, and the use, calibration and maintenance of laboratory equipment.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

* Conducts the full range of laboratory tests and analyses following established procedures to detect the presence of various chemical elements and compounds, including pharmacological substances, toxins and other substances contributing to disease; recognizes abnormal or unusual results and repeats tests or conducts additional tests to validate initial results; modifies testing procedures within established limits as needed; coordinates and consults with other laboratory personnel in the course of determining testing procedures and processes, and in assessing results; provides decisions concerning sample collection, handling, collection, recording, reporting and interpretation of data; assists lower-graded employees in resolving problems arising in the course of the work.
* Assists professional employees in conducting research into public health issues; conducts specific analyses and tests following established procedures and professional direction; works with other personnel in modifying procedures to test hypotheses and to develop new analytical tools for use in future applications.
* Performs analysis of care testing to complex testing involving all major areas of the clinical laboratory; performs diverse functions in the areas of pre-analytical, analytical and post-analytical processes; performs responsibilities related to information processing, training and quality control within the laboratory.
* Participates in the evaluation of new laboratory equipment proposed for purchase.
* Maintains and calibrates laboratory equipment; performs routine maintenance and cleaning following manufacturer’s recommendations; adjusts and calibrates equipment to assure proper operation; advises superiors when equipment needs repair and maintenance beyond the capability of laboratory personnel.
* Performs other duties as assigned.

**OVERALL QUALIFICATIONS:**

This position requires a responsive, committed individual whorecognizes the impact of the work of the organization as a whole.

The requirements listed below are representative of the knowledge, skill and/or ability required for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### Qualifications:

**Education/Experience:**

* Bachelor’s degree in medical technology, clinical laboratory science, or chemical, physical or biological science or associate degree in medical laboratory technology. Must be available for overnight travel as may be required for training.

**Knowledge of:**

* Practical knowledge of the basic principles, concepts and methods of biological and chemical laboratory testing and analysis, and ability to modify or adapt procedures to achieve valid and reliable results.
* Knowledge of biology, chemistry and related sciences sufficient to understand and interpret test results, recognize abnormal or unusual results, and participate in research activities.
* Knowledge of related public health disciplines and programs sufficient to report results in a manner meaningful to others.

**Skills:**

* Skill in the operation of computer hardware and software.
* Skills in operating laboratory equipment and characteristics sufficient to maintain, set-up, calibrate and operate equipment and ability to evaluate new equipment.

**Abilities:**

* Analytical ability sufficient to read and interpret test results and resolve operating problems.
* Ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient are essential qualities.
* Ability to demonstrate ethical and moral attitudes that are necessary for maintaining the confidentiality of patient information and gaining the confidence of patients, professional associates and the community.

**Physical Demands:**

The physical demands described here are representative of those that must be met by a colleague to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is primarily sedentary and can be performed while seated or standing at laboratory equipment. The employee may be required to walk between equipment, bend to pick up materials or adjust equipment, and carry light items such as papers and files. No special physical demands are required to perform the work.

**Work Environment:**

The work involves moderate found in a laboratory setting, such as exposure to contagious diseases, irritant chemicals, or similar hazards that require the wearing of protective gear such as masks, gowns, eye protection, and the observance of special safety precautions.

**CRITERIA FOR PERFORMANCE EVALUATION:**

Performance evaluation will be based on meeting the criteria outlined herein. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**POSITION REPORTS TO:**

Supervisor information will be provided at the time of hire.

**POSITION DESCRIPTION STATUS:**

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. The US Virgin Islands Department of Health reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract. This position is funded under a cooperative agreement between the Association of Public Health Laboratories (APHL) and the US Centers for Disease Control and Prevention (CDC) and will end by August 2020. The employee will work for the US Virgin Islands Department of Health under a contract with ExecuSource, LLC.

All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, national origin, ancestry, citizenship status, sexual orientation, gender identity, marital status, veteran status, disability, age, genetic information or any other characteristic protected by applicable law.

**Interested applicants should send their résumé or curriculum vitae to Hiring Manager at** [**emergency.preparedness@aphl.org**](mailto:emergency.preparedness@aphl.org) **with the position title in the email subject line.**