

DRUG SCREENER/LAB TECHNICIAN -
DEKALB COUNTY DUI COURT PROGRAM

Full-Time Position (25-40 hours per week - hiring 2 positions)

The Drug Screener/Lab Technician will work under the direct supervision of the DUI Court Program Director. The position is a full-time position with a schedule of 25-40 hours per week which includes evening and weekend hours. Schedules will be set according to staffing needs and operational demands.

The role of the Drug Screener/Lab Technician is to ensure the proper collection and initial inspection of blood, breath, urine, and bodily fluid samples provided by participants of the Program. Direct observation of the collections helps to ensure the integrity of the sample and the proper handling prior to being shipped to the lab. In addition, the Drug Screener/Lab Technician is to monitor random screening schedules, order confirmation tests, ensure proper storage and shipping of specimens.

The Responsibilities for Drug Screener/Lab Technician are as follows (but not limited to only the items listed below) and should be performed in accordance with the Program's policies and procedures.

- Observe specimen collections.
- Administer breath tests to participants and applicants as directed.
- Maintain chain of custody and print related forms.
- Secure, store and ship all specimens to the testing facility.
- Monitor and enter data into the case management system.
- Wipe down and clean lab daily.
- Create and issue identification cards to participants.
- Report any tampering of screens or findings to the Program Director.
- Prepare supply requisitions in a timely fashion.
- Ensure screening results integrate properly into the case management system.
- Take, upload, and print photos for identification purposes.

The above list may be revised or modified at any time and is not to be consider a comprehensive listing of all responsibilities.

It is prohibited for any staff member to fraternize with program participants. This includes being friends on social media, exchanging personal phone numbers, having any outside contact whatsoever, entering into any type of exchange of goods or services and/or giving or receiving special treatment to or from participants.

Administrative Assistance: Provide assistance to the Program Director, Case Manager and Treatment Director who are charged with orchestrating multi-faceted services required to ensure maximum efficiency of the operation of the Program.

Fiscal Administration: Screener has no fiscal responsibilities.

Knowledge, Skills, and Abilities: Demonstrates proficiency in oral and written communications, including effective working relationships with other staff and DUI Court participants. Must always maintain common courtesy and professionalism towards staff and Program participants. Skill in operating a personal computer, various software applications, internet, and multimedia programs.

Physical Demands: Although the physical demands are not stringent, the individual must be capable of lifting boxes of supplies.

Work Environment: Work is primarily performed in an office setting.

Supervisory Responsibility: No direct supervisory duties are assigned currently.

Performance: This job description should be utilized as a tool to understand the minimum performance requirements for this position. The employee should always abide by the Program's policy and procedures.

Minimum Qualifications: Education requirements include graduation from high school, typing skills of a minimum of 40 wpm, proficient with Microsoft Word, Excel, Outlook, and PowerPoint.