



JOB DESCRIPTION

Job Title: Lab Courier

Closing Date: December 16, 2020 or until filled

Apply: jobs@schc.net, please state which job you are applying for

Contact: Kelsie Bolaño 385-955-6539

Location: Salt Lake City, UT

General Summary of Duties: This position would mainly be responsible for providing transportation of pharmacy and labs between Salt Lake City Main, West Valley and Pamela's Place.

Supervisor: Quality Assurance Officer

Supervisory Responsibilities: None

Major Responsibilities/Tasks:

1. Provide transportation for pharmacy and labs between clinics.
2. Maintain strict patient confidentiality.
3. Maintain vehicle maintenance and safety and report any vehicles issues immediately.
4. Abide by all clinic policies and procedures
5. Abide by clinic code of conduct.
6. Assist with triage as needed.
7. All other duties as assigned.

EDUCATION: A high school diploma or GED is required.

EXPERIENCE: Minimum one (1) year of experience in a customer service or reception, preferably in a medical office setting.

REQUIREMENTS:

1. Must be over the age of 25 at the time of starting to transport.
2. Subject to random alcohol and drug testing
3. CPR/First Aid Certified or obtain within 30 days.
4. Must have a valid Driver License.

5. Provide current driving record from the DMV.
6. Background check will be required.
7. Able to lift to 75 pounds.

KNOWLEDGE, SKILLS, & ABILITIES: The jobholder must demonstrate current competencies applicable to the job position.

1. Knowledge of basic office equipment including fax machine, copier, computer, telephones, etc.
2. Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
3. Ability to handle multiple priorities at once with minimal supervision.
4. Ability to comprehend and follow written and verbal instructions.
5. Ability to organize and communicate clearly.
6. Ability to react calmly and effectively in emergency situations.
7. Ability to interpret, adapt, and apply guidelines and procedures.
8. Ability to maintain confidentiality of patient and employee information.

ENVIRONMENTAL/WORKING CONDITIONS: Most work is performed in an office environment; however, routine clinical operations monitoring may involve exposure to infectious, communicable diseases and hazardous materials, waste gases and blood and body fluids. Frequent exposure to water and chemicals used in disinfection/sterilization process. Exposure to noisy equipment.

PHYSICAL DEMANDS, WORKING CONDITIONS, ESSENTIAL FUNCTIONS

✓ Manual Dexterity	✓ Exposure to communicable diseases
✓ Full range of body motion to maneuver weight of patients	✓ Ability to work under stress, or in emergency
Standing, walking	✓ Sitting for long periods of time
✓ Repetitive arm/hand movements	✓ Sense of smell/taste
✓ Color Vision	✓ Hear alarms/telephone/tape recorder
✓ Sight Acuity – far, near, depth perception	✓ Sitting for long periods of time
✓ Push/pull weight up to 75 pounds	