

Job Title: Laboratory Technician (PRN)
Department: Substance Abuse Treatment Services
Reports To: QI Director
Employment Status: Part-Time
Specific Hours Needed: Weekends and holidays as needed
Total Hours: Weekends and holidays as needed
FLSA Status: Non-Exempt (Hourly)

Why Work Here?

At Townhall II Integrated Health Network, the work you do matters. As a Laboratory Technician, you play a vital role in supporting individuals on their recovery journey by ensuring accurate, timely and confidential drug and alcohol testing services.

We offer more than just a job – we offer a meaningful career where you can grow personally and professionally.

When you join our team, you will:

- **Make a Real Impact** – Support patient care and recovery through accurate and reliable testing.
- **Develop Lifelong Skills** – Gain experience in laboratory procedures, compliance and behavioral health services.
- **Be Part of Something Bigger** – Join a mission-driven organization dedicated to improving lives and strengthening the community.
- **Grow Your Career** – Opportunities for continued learning and professional development.
- **(Full-Time) Enjoy Competitive Benefits** – Including medical, dental, vision, paid time off and more.

Position Summary

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Responsibilities may change at any time based on business needs.

- 24/7 Crisis Helpline - 330-678-HELP
- Mental Health Counseling
- Outpatient Addiction Treatment/Counseling
- Alcohol/Drug/Violence/Gambling Prevention and Education
- Horizon House: Residential Treatment for Women
- Project Detour: Driver Intervention Program
- Victim Advocacy/Outreach/Counseling
- Portage County Rape Crisis Center



The Laboratory Technician supports drug and alcohol testing services within a substance use treatment setting. This role is responsible for collecting, processing and analyzing biological specimens while ensuring accuracy, confidentiality and compliance with all regulatory standards. The ideal candidate is detail-oriented, dependable and committed to maintaining high standards of quality and integrity in support of patient care and recovery programs.

Key Responsibilities:

Specimen Collection & Testing

- Collect, label and process biological specimens (e.g., urine, saliva, blood).
- Perform routine toxicology and drug/alcohol screening using approved methods and equipment.
- Ensure proper chain-of-custody procedures are followed for all specimens.

Documentation and Compliance

- Accurately document and report test results in accordance with regulatory standards.
- Maintain strict confidentiality in compliance with HIPAA and organizational policies.
- Identify and report abnormal or questionable results to appropriate staff.

Laboratory Operations

- Maintain cleanliness, calibration and functionality of laboratory equipment.
- Monitor inventory levels and order supplies as needed.
- Assist with quality control procedures, audits and regulatory compliance.

Safety and Environment

- Maintain a clean, safe and organized laboratory environment.
- Follow all safety protocols, including proper use of personal protective equipment (PPE).
- Adhere to all federal, state and organizational regulations.

Communication and Team Collaboration

- Work closely with clinical and administrative staff to support patient care.
- Communicate effectively regarding test results, concerns or operational needs.
- Support a professional, respectful and team-oriented work environment.

-
- 24/7 Crisis Helpline - 330-678-HELP
 - Mental Health Counseling
 - Outpatient Addiction Treatment/Counseling
 - Alcohol/Drug/Violence/Gambling Prevention and Education
 - Horizon House: Residential Treatment for Women
 - Project Detour: Driver Intervention Program
 - Victim Advocacy/Outreach/Counseling
 - Portage County Rape Crisis Center



Professional Expectations

- Maintain reliability, accountability and attention to detail in all duties.
- Demonstrate professionalism and ethical conduct at all times.
- Follow all agency policies, procedures and regulatory requirements.

Qualifications:

Education and Experience

- Associate's or Bachelor's degree in Chemistry, Biology, Medical Laboratory Technology or a related field (or equivalent experience).
- Experience in toxicology, drug screening or clinical laboratory work preferred.

Required Skills and Abilities

- Strong attention to detail and accuracy.
- Ability to handle sensitive information with discretion and professionalism.
- Strong organizational and record-keeping skills.
- Effective communication and teamwork skills.
- Ability to manage multiple tasks in a fast-paced environment.
- Knowledge of chain-of-custody procedures and compliance standards preferred.
- Understanding of confidentiality requirements in healthcare settings.

Licensure/Certifications

- Relevant certifications (e.g., Phlebotomy Technician or Laboratory Technician) preferred but not required.

Pre-Employment Requirements

- Successful completion of background check and drug screening.

Work Environment and Physical Requirements:

- Work is performed in a clinical or treatment center laboratory setting.
- Regular interaction with patients in recovery.

-
- 24/7 Crisis Helpline - 330-678-HELP
 - Mental Health Counseling
 - Outpatient Addiction Treatment/Counseling
 - Alcohol/Drug/Violence/Gambling Prevention and Education
 - Horizon House: Residential Treatment for Women
 - Project Detour: Driver Intervention Program
 - Victim Advocacy/Outreach/Counseling
 - Portage County Rape Crisis Center





155 N. Water St.
Kent, OH 44240

www.townhall2.com

Phone: 330-678-3006
Fax: 330-678-7558

- Exposure to biological specimens and potentially hazardous materials.
- Use of personal protective equipment (PPE) required.
- May require standing for extended periods and occasional lifting.

Townhall II Integrated Health Network is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, military status, sexual orientation, gender identity or any other protected status in accordance with applicable federal, state and local laws.

Employment with Townhall II is at-will. This means that either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, in accordance with applicable law.

Townhall II provides reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws. If you need assistance, or an accommodation, during the application process or in the performance of this role, please contact Human Resources.

- 24/7 Crisis Helpline - 330-678-HELP
- Mental Health Counseling
- Outpatient Addiction Treatment/Counseling
- Alcohol/Drug/Violence/Gambling Prevention and Education
- Horizon House: Residential Treatment for Women
- Project Detour: Driver Intervention Program
- Victim Advocacy/Outreach/Counseling
- Portage County Rape Crisis Center



Prohibition on Re-Disclosure of Confidential Information: This notice accompanies a disclosure of information concerning a client in alcohol/drug treatment, made to you with the consent of such client. This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR, Part 2). These federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or is otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.