Job Title: **Laboratory Technician**
Reports To: **Medical Supervisor / Clinic Physician**

SUMMARY

This Full-time position for a Laboratory Technician will generally work 5 days a week; hours: 8:00am – 4:00pm and as clinic needs dictate.

LABORATORY TECHNICIAN RESPONSIBILITIES

- Performs all tests ordered by NOVA physicians and by visiting medical teams
- Ensures that all laboratory equipment is in proper working order and communicates promptly to Medical Supervisor or Country Head, if necessary, if any equipment not functioning or needing to be replaced
- Ensures that all laboratory has all needed supplies for proper functioning of the laboratory
- Ensures that the laboratory is maintained in a clean and neat fashion at all times
- Provides monthly reports of laboratory testing and results in a timely and detailed manner
- Provides monthly reports of lab material and equipment requests in a timely and detailed manner
- Provides bi-monthly inventory reports of lab materials and equipment
- Uses MS Excel for reporting
- May serve as cashier collecting fees from patients
- Provides laboratory input for the development of NOVA's electronic medical record system and effectively learn to utilize the electronic health record implemented
- Performs any duties required for the overall proper functioning of the clinic and/or as directed by management including but not limited to participating in mobile clinics.

QUALIFICATIONS

- Graduate from an accredited School of Medical Technology
- Current license to work as a Laboratory Technician in Haiti
- Strong interpersonal and communication skills
- Ability to deal with ambiguity and changing priorities
- Ability and desire to help out in the clinic as needed
- Proficient in MS Excel or willing to quickly learn the basics on his/her own time
- Bilingual English-French preferred but not required

COMPENSATION

- 15 vacation days per year plus national holidays
- This position does not provide any extra pay for mobile clinics, transportation costs, or any other similar benefits