



## Twin Falls County Drug Testing Tech-FEMALE

<b>SALARY</b>	\$15.93 Hourly	<b>LOCATION</b>	Twin Falls County, ID
<b>JOB TYPE</b>	Part-time	<b>JOB NUMBER</b>	202300089
<b>DEPARTMENT</b>	TARC - Treatment and Recovery Clinic	<b>OPENING DATE</b>	11/06/2023
<b>CLOSING DATE</b>	12/11/2023 10:00 PM Mountain		

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### Position Information

Apply **ONLINE** at [www.twinfallscounty.org](http://www.twinfallscounty.org)

This is a part time 30 hour position. **Shift is from 1:00 p.m. to 7:00 p.m.**

### Job Description

The TARC strives to provide a holistic approach to family healing and the development of associated competencies through the use of Alcohol and Substance Use Disorder Treatment, Recovery Support Services, behavior specific groups, and wrap around services, to individuals in their community.

#### **CLASSIFICATION SUMMARY**

Conducts intake of new TARC Support Services clients, completes drug screening, sends samples to the lab and records results, maintains accurate documentation. The TARC Support Services Drug Screen Tech must possess good communication skills, the ability to work with a diverse population of clients, and attention to detail for records and required documentation. The principal duties of the position are performed in an office setting.

### Duties / Responsibilities

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(illustrative only and may vary by assignment)*

- Performs initial intake and orientation for TARC Support Services clients; enters data into computer;
- Conducts drug and alcohol testing using assigned instruments and records results;
- Interpret test results and instruct client on next steps, depending on the individual's program;
- Fax result sheets to probation officers;
- Files and maintains accurate documentation;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Records nightly messages on TARC's phone system for clients to call and get drug screening schedule;
- Prepares monthly billing for all funding sources;
- Maintains accurate and complete records of all bills and payments;
- maintains supplies inventory
- Performs other duties as assigned.

## **Qualifications**

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Drug testing techniques and instrumentation requirements;
- Basic math skills
- Accurate documentation and filing techniques.

#### **Skill and Ability to:**

- Correctly use the instrumentation essential to carry out testing activities.
- Ensure accurate and complete files and records related to TARC drug testing services.
- Speak clearly and communicate accurate information to others.
- Use English to communicate effectively with others.
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow verbal and written instructions.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain strict confidentiality in all cases.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

- High school diploma or GED;
- Successfully pass the requisite Criminal History and Background Check;
- Obtain training and certifications on all instruments used for testing; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

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

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific

vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

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**Agency**

Twin Falls County

**Address**

P.O. Box 126

Twin Falls, Idaho, 83303

**Phone**

208-736-4174

**Website**

<http://www.twinfallscounty.org>