

# Medical Laboratory Assistant (Part-Time)

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## Position Details

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### Position Information

<b>Position Title</b>	Medical Laboratory Assistant (Part-Time)
<b>Department/Unit</b>	Oral & Maxillofacial Sciences
<b>Location</b>	Halifax
<b>Posting Number</b>	S155-20
<b>Employee Group</b>	NSGEU Local 77
<b>Position Type</b>	Regular, On-Going
<b>Duration of Contract (if applicable)</b>	
<b>Employment Type</b>	Part Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$18.75 - \$22.87 per hour (32.5 hours per week, \$31,693 - \$38,650 annually). This is a 50% FTE position so annual salary will be pro-rated to \$15,846.50 - \$19,325.00 (16.25 hours per week)
<b>Classification</b>	T4
<b>Provisional Statement</b>	This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

**About Dalhousie University**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

**Job Summary**

The Biologic Sterilizer Monitoring Service is an integral part of the department of Oral and Maxillofacial Sciences laboratory. This service assists over 150 clients from across Atlantic Canada to ensure patient safety through the use of effective sterilization equipment used in the delivery of dentistry, tattoo and body piercing services, and family planning health care clinics. Reporting to the Oral Pathologist, the Medical Laboratory Assistant will work under the direct supervision of a Medical Laboratory Technologist in the Dalhousie Monitoring Service located in the Faculty of Dentistry. The Assistant will set up biological testing daily and gram stains as required and work closely with external clients to ensure their equipment is performing effective sterilization.

**Key Responsibilities**

- Receive and organize samples and conduct biological testing.
- Prepare gram stains.
- Maintain an orderly, clean, and disinfected work space including hazardous waste processing and disposal.

· Occasionally assist the Medical Laboratory Technologist in accessioning and processing soft and hard tissue biopsy specimens.

**Note**

Approximately 16.25 hours/week (Monday to Friday, morning shift is preferred although some flexibility is possible).

**Qualifications**

Diploma in Medical Laboratory Assistant Program or recognized equivalent with 6 months' work experience is required. Previous laboratory work experience and/or experience in a healthcare environment is an asset. Basic understanding of medical terminology is a necessity. Computer skills to include Microsoft Office applications and successful candidate must be willing to learn new software and record errors/issues for trouble shooting. Effective communication (both oral and written), with the ability to work effectively as part of a team is essential. Must be able to perform duties with a high degree of organization and accuracy. Experience in data entry is an asset.

**Job Competencies****Additional Information**

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

**Application Consideration**

Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

**Posting Detail Information**

**Number of Vacancies** 1

**Open Date** 10/02/2020

**Close Date** 10/16/2020

**Open Until Filled** No

**Special Instructions to Applicant**

**Quick Link for Direct Access to Posting** <http://dal.peopleadmin.ca/postings/4473>

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**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

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**Documents Needed to Apply**

#### Required Documents

1. Résumé / Curriculum Vitae (CV)

#### Optional Documents

1. Cover Letter