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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Patient Care Technical

**Class Series:** Lab Assistants

**Grid:** SD15

**Class Title:** Lab Assistant I

### **I. Level Definition**

Positions at this level perform a variety of duties such as cleaning glassware and equipment, staining slides, sorting, numbering, and labeling specimens and performing related clerical duties.

### **II. Typical Duties**

- (1) Washes and sterilizes laboratory glassware; autoclaves specimen tubes and other equipment.
- (2) Sorts and packages glassware; sets up and numbers test tubes, slides and other glassware; collects from and delivers to Lab as required.
- (3) Prepares staining solutions; stains, mounts and labels slides.
- (4) Sorts, numbers and labels specimens; maintains related records, and maintains supplies through Stores function.
- (5) Performs related clerical duties such as answering telephones, typing and filing.
- (6) Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 10 or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.