FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

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.