



**Position:** Laboratory Supervisor  
**Program:** Health Services  
**Reports to:** Nurse Manager  
**Compensation:** \$55,000/annually  
**Status:** 100%; Full-time; Exempt  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

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**JOB SUMMARY:**

Under the direction of the Nurse Manager, the Laboratory Supervisor will be responsible for the supervision of laboratory staff, laboratory services and the maintenance of quality patient care in compliance with local, state, and federal regulations, and accreditation standards.

**ESSENTIAL FUNCTIONS:**

- 1) Plan, organize and oversee laboratory staff, operations and inventory maintenance;
- 2) Supports Human Resource activities and is responsible for disciplinary actions, enforcing policies, procedures, standards and regulations, and adjusting staff for adequate coverage;
- 3) Manage, perform and supervise all phlebotomy, skin puncture, oral swabs, approved testing procedures, specimen collection, specimen handling, processing of specimens and laboratory testing done by point-of-care testing devices;
- 4) Maintains a quality standards program by monitoring and surveying laboratories for the annual competency evaluation of technical staff in compliance with federal Clinical Laboratory Improvement Amendments (CLIA) regulations;
- 5) Serve as a resource and support to the Laboratory staff and Nurse Manager; overseeing personnel who perform laboratory testing and services;
- 6) Responsible for orienting new employees and trainees to the overall operations of the laboratory unit, and trains or supervises their training in the specific procedures which the lab is responsible for performing safely and accurately;
- 7) Evaluates the work of all personnel assigned to the lab and counsels them on steps they may need to take to improve their performance; effectively recommends or initiates disciplinary action and the adjustment of employee grievances;
- 8) Manage, update and maintain laboratory safety, quality assurance, training and competency programs for the laboratory staff.;
- 9) Supervises the set up and evaluates the feasibility or adaptability of laboratory products or procedures into regular laboratory use and develops appropriate recommendations;
- 10) Implements and maintains within the laboratory unit an effective program to assure adherence to prescribed quality control procedures, the proper calibration and maintenance of equipment, and the preparation and maintenance of legally required records and reports;
- 11) Prepares or finalizes in written form detailed, step-by-step instructions covering all procedures approved for laboratory use whether for test performance, the preparation of reagents or other compounds or solutions, the calibration, maintenance, and troubleshooting of equipment, and related matters; maintains such procedures in a manual for common reference;
- 12) Perform or arrange for performance of preventive maintenance for all lab instruments and equipment;
- 13) Ensure compliance with third party payers, Medicare, Medi-Cal and proper Coding;
- 14) Supervises the search of technical publications and other literature in the field to identify new equipment, methods, materials, or items of supply which may produce accurate and reliable test results more quickly and efficiently than the present system;
- 15) Serve as a liaison between HMHS programs and outside reference labs to facilitate prompt and accurate testing;
- 16) Respond to client and or staff complaints regarding laboratory services;
- 17) Serve as a laboratory clinical resource and professional role model;
- 18) Communicate appropriately and tactfully with staff, consultants, patients, and community members;
- 19) Attend LA LGBT Center meetings, HMHS meetings and other meetings as required;
- 20) Other duties/responsibilities as assigned;

PAGE 1 OF 2 – SEE PAGE 2 FOR JOB QUALIFICATIONS AND EXPERIENCE

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E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) One-year supervisory experience;
- 4) Current and unrestricted California LVN license;
- 5) Current American Heart Association CPR Certification;
- 6) Experience with phlebotomy, specimen collection/handling/processing and approved laboratory testing procedures;
- 7) Knowledge of state laboratory licensing requirements, federal CLIA regulations, and national accreditation standards;
- 8) One-year HIV/AIDS healthcare experience preferred;
- 9) Bilingual skills (English/Spanish fluency) preferred;
- 10) Excellent verbal and written communication skills, including strong organizational skills and attention to detail;
- 11) Good computer skills and knowledge including electronic health records, word processing, spreadsheets and other software systems;
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

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