



JOB OPPORTUNITY LAB TECHNICIAN, 0.4 FTE

Date Posted: February 9 th , 2024	Expiry Date: Until filled
Job Number: OPSEU-01-2024	Department: ART Lab
Position: ART Lab Technician	Status: 0.4 FTE (30 hours bi-weekly)
Current Salary: \$24.86 - \$28.84	Union: OPSEU

The Ottawa Fertility Centre is a state-of-the-art modern fertility treatment center that provides comprehensive diagnostic and treatment services to its patients. The Ottawa Fertility Centre is accredited by Accreditation Canada and pursues standards of excellence in all areas of its operations. We are an equal opportunity employer and encourage staff growth and development.

The Lab Technician performs routine laboratory preparations and tests within the Assisted Reproductive Technology (ART) Lab. The ART Lab Technician is responsible for a variety of activities including performance of lab tests, stocking lab supplies and aliquoting media, cleaning of medical instruments, equipment quality control, , and data entry.

Key Responsibilities

1. Performs routine procurement and processing for Fertility Centre patients
2. Perform various quality control procedures to maintain compliance with internal and external regulations
3. Makes the necessary preparations for lab tests when required
4. Room stocking and cleaning.
5. Ensures proper maintenance of the laboratory areas to comply with lab safety practices
6. Performing other duties as required
7. Performs work in accordance with relevant provincial and federal legislation (Ontario Health and Safety Act, Employment Standards Act, Ontario Human Rights Code, AODA, etc.) and participates in any training when required
5. Follows Standard Operational Procedures (SOPs) and the Policies and Procedures at OFC.
6. Safeguards all confidential information obtained and/or used during work and takes reasonable precautions to protect the privacy of clients, co-workers, physicians, and management.

Physical and Mental Demands

- Ability to sit for lengthy periods of time at a desk
- Ability to focus on the task at hand with strong attention to detail
- Typing and screen time for periods of time
- Maximum of lifting 15 lbs. on the rare occasion
- Mental stamina to analyze, create and ensure accuracy of documents and data entry
- solution focused conversations to appropriately deal with the situation in a professional manner

The Ottawa Fertility Centre is committed to accessible and equitable employment practices. If you require an accommodation to participate in the recruitment and selection process, please inform Human Resources to discuss your individual accessibility needs. All requests for accommodation will be considered in a fair and objective manner, ensuring that all applicants are treated with respect and dignity.

Qualifications and Experience

1. Completion of a Medical Laboratory Assistant/Technician (MLA/T) or Medical Laboratory Technology (MLT) diploma from an accredited institution or equivalent academic qualifications
2. A minimum of one-year previous experience in a lab and proven capabilities as a technician is required.
3. Oral, written and reading comprehension in both English and French is considered an asset

Knowledge, Skills and Abilities

- Strong working knowledge of MS Office applications (Word, Excel, PowerPoint, and Outlook)
- Knowledge of IPAC
- Ability to work with a team and independently
- Ability to multitask and meet multiple deadlines
- Excellent data entry and reporting skills
- Keen attention to detail and accuracy
- Ability to analyse and interpret data accurately
- Strong interpersonal and communication skills
- Highly organized and efficient
- Ability to work in a fast-paced environment

*** Please note, internal applicants will be considered first***

Please submit your letter of application and up-to-date resume to Human Resources quoting the job number before the expiry date and send to dnielson@conceive.ca. We thank all applicants for their expressed interest; however, only applicants selected for an interview will be contacted. 