



**Job Title:** Urinalysis (UA) Technician  
**Department:** didg<sup>w</sup>álič Wellness Center - Swinomish Development Authority

**Summary:**

The didg<sup>w</sup>álič Wellness Center is looking for a highly dynamic UA Technician to come join an integrated care clinic that combines primary care, behavioral health, and opiate treatment under one roof. The UA Technician is responsible for various duties related to collection, processing, reporting, and recording of urinalysis samples on site. This position requires extremely strong skills and experience in all aspects of office administration, basic accounting and mathematics, and knowledge of substance use disorder and the effects on individuals, families, and communities.

**Essential Duties and Responsibilities of the UA Technician:**

- Observes collection of urine samples from clients of the same gender in accordance with established procedures for substance abuse testing protocol.
- Monitors and tracks process of drug control testing while adhering to strict confidentiality.
- Maintains ordering of all testing supplies on a regular basis.
- Adheres strictly to chain of custody in handling collection, samples, and information to ensure accuracy and consistency.
- Adheres strictly to didg<sup>w</sup>álič Wellness Center policy and procedures regarding all aspects of collection and testing.
- Contacts supervisor immediately in the event a conflict arises regarding UA or other testing processes.
- Maintains records electronically and in patient Electronic Health Record of urine and/or other test submissions. Updates client data as necessary to ensure accuracy.
- Completes and files all requisite paperwork and documentation accurately and in a timely fashion.
- Maintains high standards of ethical and professional conduct and adheres to all didg<sup>w</sup>álič Wellness Center personnel policies.
- Attends all staff and planning meetings as scheduled.
- Composes, drafts, types and/or word processes, proofreads and edits documents to ensure conformance with established program policies and/or procedures; may include legal, scientific, and/or other specialized materials and statistical reports.
- Processes all urinalysis documentation for scanning and provides case management support to counselors.
- Enters data and all requisite patient information into the Treatment and Assessment Report Generation Tool (TARGET) database.
- Cross-trained to assist staff with all other duties when available.



- Performs all other duties as assigned by the Office Manager.

**Education and Experience:**

- Graduation with a High school diploma or GED is required. One year of college or equivalent experience in business administration or office management is desirable.
- Previous substance abuse treatment and/or primary care experience strongly preferred.
- Applicants shall have no history or evidence of alcohol or other drug misuse for a period of two years immediately prior to the date of employment and while employed.
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

**Required Knowledge, Skills and Abilities:**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Knowledge of substance use disorder and its effects on individuals, families, and communities is required.
- In-depth knowledge of Electronic Health Records (EHRs) and health-related computer software applications.
- Strong computer and software experience using MS Office products.
- Typing skill of 60 words per minute is required.
- Ability to work in a cross-culture environment, understands the social and cultural context of the patients at the didg<sup>w</sup>álič Wellness Center. Understanding the role of trauma, historical, community, family, and personal in wellness and recovery.
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must conduct self ethically and professionally at all times.
- The ability to communicate effectively with patients and their families, to organize schedules and files are essential.
- Applicants shall conduct themselves ethically and professionally at all times, adhering to the agency Code of Ethics.
- Applicants must be of the conviction that substance use disorder is a treatable illness and constitutes a public health problem.
- Must pass extensive criminal background check and pre-employment drug screening.