

DRUG SCREEN COLLECTION TECHNICIAN

JOIN THE TSS TEAM!

At TSS, Inc. The Safety Specialists, our Mission Statement is “We offer world class education and screening services for workplace and community safety.”

Our Drug screen Collection Technicians are the front line for TSS Inc. When the clients enter or call our facility, they form an impression within 30 seconds. Our front line will be dressed appropriately, be courteous, and respond to the needs of the client in an appropriate manner and be able to work with minimal supervision. Collection Technician must be able to abide by strict confidentiality requirements. Certain TSS INC business information is required by FEDERAL legislation to be held in the most confidential manner. All TSS employees follow HIPPA guidelines regarding all laboratory collections including drug screens.

Employee will be in probationary status for a period of ninety (90) days. Upon completion of the probationary period, the employee’s performance will be reviewed by supervision. It is expected that upon completion of the probationary period the employee will be able to correctly perform the following required duties:

- Correctly administer DOT and Non-DOT drug and alcohol testing including proper completion of the required documentation.
- Demonstrate understanding in the correct documentation distribution following testing
- Answer incoming calls in a professional manner and respond to the caller accordingly.
- Assume coverage in the on-call rotation.

Attendance and Dependability: Reports to work promptly at assigned hours and is seldom absent from work, submits accurate time sheets to the supervisor. Demonstrates reliability in fulfilling job responsibilities in both routine and complex job situations. Meets deadlines for paperwork and is punctual. Employee can be depended upon to complete work in a timely, accurate, and in a thorough manner. Employee can also be depended upon to adapt to changing work demands, be receptive to new ideas and procedures, and work effectively under pressure or in crisis situations. Employee in this position will be dressed appropriately. Jeans are acceptable, but must be clean, no holes. Blouses, sweaters, are appropriate, but must not be low cut, the employee must possess good hygiene habits, as we work with in proximity with others.

Communication and Contract: The employee communicates effectively both verbally and in writing with clients, colleagues, and other individuals inside and outside the company while maintaining confidentiality of all client related information. Employee is empathetic, respectful, and motivational and encourage others to take responsibility for their lives by acting as a positive role model.

Professional development: Understand job responsibilities and adheres to policies and procedures; expands knowledge and skills necessary for job; demonstrates self-awareness of and ability to work through attitudes that negatively affect performance, including personal reactivity, Employee will prioritize time and tasks efficiently; distinguish between major and minor issues; develop logical and creative solutions to problems; and make effective decisions within the scope of their duties. Employee will also productively utilize supervision; keep supervisor informed

Skills and Qualifications:

- Strong time-management and people skills, flexibility, and multitasking ability
- Advanced computer skills and experience with online platforms
- Proficiency in Microsoft Office, with aptitude to learn new software and systems (Microsoft Office Suite, Email, Quick Books)
- Phone Etiquette
- Must be able to pass drug screening and background check

Education Required: High school diploma or equivalent

To apply: please go to the TSS-Safety.com website and Click on Careers and fill out the application and attach your resume

