Job Title: Lab Assistant – Nursing

GENERAL DESCRIPTION:
The Nursing Lab Assistant is responsible for para-professional work assisting in the operation of the laboratories. Work is performed under the direction of the Nursing faculty member.

ESSENTIAL JOB DUTIES:
1. Maintains, cleans and adjusts laboratory equipment, to keep it in good working order. Identifies equipment in need of repair and initiates work orders. Identifies equipment in need of replacement/upgrade and initiates supply list.
2. Maintains equipment and supplies for Nursing program.
3. Tracks inventory and prepares supply orders in a timely fashion for instructional staff.
4. Sets up and breaks down all supplies and equipment required for each laboratory class.
5. Operates laboratory equipment required to support instructional programs.
6. Arranges for pick-up of hazardous materials, sharps containers and laundry each semester or, as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, ABILITIES AND SKILLS:
- Knowledge of and experience in routine medical and surgical aseptic techniques.
- Knowledge of healthcare safety procedures and protocols.
- Ability to carry out clerical duties (e.g., maintain lab protocols, equipment maintenance records and inventories).
- Ability to carry out job duties with little or no direct supervision.
- Ability to communicate on a regular basis with instructional staff to ensure that labs are clean, safe and prepared for student use.
- Ability to set up and break down a clinical laboratory activity for all nursing courses with little to no supervision.
- Ability to assess, remediate or teach required clinical nursing skills.
- Skill in the operation of various nursing laboratory instruments (e.g., IV Pumps, Blood Pressure Pumps, Electronic Hospital Beds).
- Skill in selecting, preparing and maintaining equipment to be used in laboratory classes.
- Skill in the various laboratory activities or skills.

EDUCATION AND QUALIFICATIONS:
- Successful completion of college lab courses, required.
- Experience working in a nursing laboratory environment, preferred.
- Conferred Associate’s degree, required.

ESSENTIAL PHYSICAL SKILLS:
- Moderate (15 to 44 pounds) lifting and carrying.
- Pulling, pushing, reaching.
- Walking, standing, kneeling, bending, balancing, stooping and climbing.

ENVIRONMENTAL CONDITIONS:
- Works inside with: intervals of sitting, standing.

(Reasonable accommodations will be made for qualified individuals with a disability.)
SALARY: $13.90 - $15.29 Per Hour
CLOSE DATE: Open Until Filled
TO APPLY: Submit all materials electronically to hr@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume, Official Post-Secondary Transcripts (Copies Acceptable, if applicable) and three letters of reference.

Notice of Non-Discrimination
Florida Keys Community College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Equity Officer: Lori Kelly, Librarian
(305) 809-3501 or lori.kelly@fkcc.edu

Title IX Coordinator: Erika MacWilliams, Dean, Student Affairs
(305) 809-3277 or erika.macwilliams@fkcc.edu

Disability Services: Suzy Park, Advisor and Disability Services Coordinator
(305) 809-3266 or suzy.park@fkcc.edu

Mailing Address: Florida Keys Community College, 5901 College Road, Key West, FL 33040