

# Are You Interested in the Newborn Screening Program?



The Texas Department of State Health Services (DSHS) is looking for detail-oriented individuals with a passion for public health and safety.



Data Entry



Case Management



Specimen Processing



Quality Assurance

## How to Apply

The only way to apply for Newborn Screening (NBS) jobs with DSHS is to go through the Health and Human Services job portal: <https://jobshportal.hhsc.state.tx.us/ENG/careerportal/>

Create a profile or log into a profile you previously created. Once a profile is created, your information will remain in the system. Adjust and adapt your application for each job you apply to.

## Keywords to Search for When Looking for Available Jobs

• Newborn • Screening • Infants • Children • Diagnoses • Laboratory • NBS •

## Narrow Your Search By Selecting an Agency

Dept of State Health Services

## Tips for Success

You must complete an application for each position you are interested in. Describe how you meet the requirements. Review your application to make sure your preferences (shift, location, hours, and days you can work) match the requirements for the job you are applying to. Sign and submit your application.

To view current job postings, visit: <https://jobshportal.hhsc.state.tx.us/ENG/careerportal/>



# Examples of Entry Level Jobs in Newborn Screening

## Data Entry Operator

- Enters patient, specimen, and test information into the laboratory computer system.
- Verifies patient/specimen demographics and information.
- Run end-of-day reports, run newborn screen queries, pick up newborn screen submission forms, and respond to emails from lab personnel in a timely manner.

## Laboratory Technician

- Receives and processes specimens and samples received at the laboratory.
- Enter test requests, search for patient demographic information, and track information for cataloging and auditing purposes.
- Completes and documents all required quality control steps.

## Public Health and Prevention Specialist

- Follow-up on infants and children with one or more of the disorders identified by the newborn screen to coordinate re-testing, evaluation, and treatment.
- Educate others on relevant literature, guidelines, protocols, and other information about the program and the screened disorders.

**Interested in next steps?** Consider gaining knowledge and experience working with confidential medical records, files, and information. Performing tasks with a high degree of accuracy and paying close attention to detail is valued. Additionally, handling specimens and samples quickly, accurately, and safely and following standard operating procedures and protocols accurately will strengthen applications.



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