

JOB ANNOUNCEMENT

POSITION: Laboratory Supervisor

PROGRAM: Laboratory

ACCOUNT CODE: 20-3000-9011-25-6000

SUPERVISOR: Clinical Director

SALARY RANGE: \$37.50 to \$42.50/hr

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee Community Health Facility, Owyhee, Nevada

OPENS: June 2, 2025

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS: Because of the sensitive and trusted nature of this position, the Medical Technologist/Lab Director is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in patient care situations requiring mental alertness and in the course of their employment,

regularly comes into contact with children and seniors. This person operates Tribal vehicles and/or equipment in the course of their employment.

SUMMARY OF FUNCTIONS:

The Lab Supervisor is responsible for the overall management and supervision of the laboratory services. The position ensures that all direct patient care is provided appropriately and timely. The incumbent will be responsible for all federal, state and local policy compliance.

MAJOR DUTIES:

Oversee, manage, supervise, directs and evaluates the Laboratory services as it provides lab patient care services for the OCHF.

Manages the Lab department to make sure all lab services are being utilized in accordance to provider work orders; equipment is in working order at all times implementing preventive maintenance; supplies are adequately stocked and available; coverage is maintained; environment and safety is kept in compliance with appropriate policy and regulations; participate in contract negotiations if needed and facilitates monthly meetings or as needed.

Supervises all lab personnel. Plans work duties, sets priorities and schedules to ensure patient care and coverage are provided. Evaluates personnel performance to ensure quality care is being optimized.

Performs direct patient care by performing a wide range of clinical laboratory tests/examinations, enters all lab results into the EHR. Compiles laboratory data and prepares current records and reports on such matters as workload, quality controls and quantity of output and problems, and other purposes. Responds to external proficiency testing programs and performs corrective action as indicated.

Prepares, monitor and modify, if needed, the annual budget to ensure funds are available for patient care and support services.

Insures compliance with federal, state and local policies, procedures and requirements to ensure that all lab operations and procedures are meeting appropriate standards of care. Assures that the laboratory procedures manual is accurate, up-to-date and completely documents tests/examinations performed in the laboratory. Ensures accreditation readiness through quality assurance, performance improvement and evaluation.

Serves as a member of staff committees and participates in any projects or tasks assigned. Keeps appropriate staff informed of changes in laboratory operations through meetings, reports or other required communication.

Keeps abreast of new developments and changes in medical technology by reviewing current literature, viewing demonstrations of new equipment and procedures, attending meetings of professional societies.

Performs other duties as assigned within the incumbent's job description and departments scope of work.

MINIMUM QUALIFICATIONS:

1. Bachelor of Science degree in Medical Technology
2. Active Board of registry license (i.e., NCA, ASCP)
3. 5 years experience in a Laboratory Management/Supervisory position
4. Must obtain a NV General Supervisor's License

OTHER FACTORS INFLUENCING THIS POSITION:

FACTOR 1 Knowledge Required by the Position

Professional knowledge of the established principles, concepts, and methods of medical technology, and skill in applying this knowledge in performing/monitoring the full range of specialized tests and non-route procedures for which there are standard methods and techniques (i.e., methods and techniques that are well established, that apply to most situations encountered, and can be carried out with minor modification or adaptation) in the clinical laboratory. Knowledge of laboratory mathematics and statistics sufficient to establish normal/reference ranges for each analyze, improvement establish effective QC program and monitor performance improvement actives, compile workload information, to cost companion analyses and deviations from normal outcomes.

FACTOR 2 Knowledge Required by the Position

The Laboratory Director must be qualified to manage and direct the laboratory personnel and the performance of moderate complexity tests and must be eligible to be an operator of a laboratory within the requirements of the CLIA standards. The standards specifically outline the educational requirements for qualification to perform laboratory director duties.

GUIDELINES:

Incumbent will follow all federal and state guidelines for direct care procedures including written descriptions of tests, control and calibration procedures, decision criteria, and collecting, preserving, transporting/receiving specimens; preparing, labeling, storing, dispensing and evaluating reagents; and maintaining equipment. Operational guidelines will be provided by the OCHF.

Administrative guidelines are provided by the SPTs and the OCHF with regards to communications, supplies, budgets, acquisitions, equipment, and Human Resources.

SCOPE AND EFFECT:

Work practices are complex and vital to patient care. Drawing blood, data entry, analyzing, calibrations, etc., are specific in competency and practice. Accurate practice is required to ensure appropriate patient care.

HIPAA – PRIVACY ACT (SIGNIFICANT FACTS):

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

PHYSICAL DEMANDS:

The work is both sedentary and requires some walking, standing, bending and carrying of light items.

WORK ENVIRONMENT:

Regular and recurring exposure to moderate risks of discomforts which require special safety precautions, e.g., working in a laboratory where there is risk of exposure to contagious disease, carcinogenic materials, caustic reagents, noxious fumes and flammable liquids. Incumbent is required to use protective clothing or gear such as laboratory coats, gloves, and other personnel protective equipment in compliance with OSHA standards and guidelines.