

JOB ANNOUNCEMENT

POSITION: Phlebotomist
PROGRAM: Laboratory
SUPERVISOR: Laboratory Manager
ACCOUNT CODE: 20-3000-9011-22-6000
SALARY: \$18.67 an hour (Grade 16, Step 01)
CLASSIFICATION: Non-exempt
LOCATION: Owyhee Community Health Facility

OPENS: August 29, 2023 **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.

Special Consideration:

Because of the sensitive and trusted nature of this position, the Laboratory Phlebotomist is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in patient 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.

MISSION STATEMENT

To promote the health of our community by providing exceptional, compassionate care accessible to all.

POSITION SUMMARY:

This position provides phlebotomy services for the Laboratory. This position will be a Technician position providing the basic patient care services as well as assigned patient care administrative duties. The incumbent will primarily be stationed in the Laboratory with the majority of administrative supervision being provided by the Laboratory Manager. Incumbents will work with ages in performing services.

LABORATORY DUTIES AND RESPONSIBILITIES

1. Obtain blood, urine and other clinical specimens in a manner, which will insure acceptable and properly identified samples.
2. Process laboratory samples and may deliver to contracting Laboratory.
3. Collect and process urine and for waived testing or medical drug screens.
4. Properly prepare specimens for shipment to other laboratories as appropriate.
5. Enters Lab orders into LIS correctly and in a timely manner.
6. Know the proper use of centrifuges and other laboratory equipment used by laboratory assistants.
7. Maintain adequate supplies, noting on order lists any shortages of supplies. Receives supplies and distributes to appropriate place within the Laboratory.
8. Maintains waived testing equipment, specimen processing areas and drawing areas in a clean, neat and orderly manner.
9. Receives, checks off, logs, collates and delivers laboratory reports. Files reports and requisitions.
10. Assumes all other duties and responsibilities as necessary.
11. Follows all infection Control Policies and Procedures pertinent to the Lab.
12. Maintains current knowledge/certification/licensure. Pursues professional growth and development.
13. Attends all required safety training programs related to general safety, department/service safety, and specific job-related hazards.

EDUCATION AND WORK EXPERIENCE REQUIRED:

Certification in Phlebotomy

Preference: 1-year or more experience working in a health care setting

Supervisory Controls:

This position does not have any subordinates. They work directly under the Lab Director or designee.

COMPLEXITY:

As a patient care provider/technician, patient care standards for phlebotomy will be complied with. HIPAA and all confidentiality laws and regulations will be followed.

Other Factors Influencing Position:

Guidelines

Guidelines include tribal policies and regulations, clinic policies and procedures, local customs, accreditation requirements, prescribes quality control and workload reporting programs, manufacturer's protocols, instrumentation manuals and schematics and technical journals. All applicable state and federal regulations

Purpose of Contacts:

In addition to contact with clinic personnel, contacts will be made with tribal support services, consultants, accreditation surveyors, supplies, equipment and supplies representatives, student and patients.

Physical Demands:

The work requires regular recurring periods of standing, walking, bending, stooping, reaching, pushing and pulling equipment, carrying light work items, manual dexterity to handle and manipulate laboratory equipment and accessories, lifting and positioning varying weights of patients to accomplish desired outcomes.

Work Environment:

The work involves regular and recurring exposure to blood-borne pathogens and contagious diseases. Special safety precautions are required along with the use of protective clothing and gear as required by federal, state and accrediting agencies.

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.