

PHLEBOTOMIST/LAB ASSISTANT - TRENTON COMMUNITY CLINIC JOB SUMMARY

Purpose

The Phlebotomist/Lab Assistant will be responsible for working under supervision performing routine phlebotomy, specimen preparation, associated paper and computer, and waived testing for the Trenton Community Clinic.

This position assumes responsibilities in providing quality customer and patient services in accordance with current clinical standards, policies and procedures while providing a commitment to quality healthcare and excellent customer service. This position may be considered as a part-time or full-time status, with preference seeking a part-time candidate available for 3-days a week. Normal business hours are Monday – Friday, 8:00 AM – 4:30 PM.

Responsibilities

- Promotes an organizational culture that embraces the values of respect, caring, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Performs venipuncture or capillary puncture on patients of all ages. Maintains the knowledge and skills necessary to obtain and process specimens from the following age groups: neonatal, pediatric, adolescence, adult and geriatric
- Labels specimens correctly and delivers to proper testing area and appropriate medical lab personnel
- Politely answers telephone and uses phone systems appropriately
- Reports patient results accurately
- Promotes and maintains a positive image when communicating with peers, providers and patients, exhibiting respect and courtesy through verbal and non-verbal behaviors
- Prepare for specimen collections, clean and maintain the lab and equipment and provide assistance to other departmental personnel as qualified and requested
- Assists and maintains laboratory inventory needs
- All staff, and specifically medical staff, are an integral part of the COVID-19 pandemic response. Assisting with testing, swabbing, education, and providing related patient care while assisting with related COVID-19 events will be a large part of responsibilities for the near future
- Demonstrates the utmost diplomacy and tact while providing excellent customer service
- Practices safe work habits in compliance with safety rules and regulations
- Utilizes clinic resources appropriately and adheres to all guidelines, policies, and procedures
- Adheres too, and upholds HIPAA regulations, requirements, and trainings
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

Physical Demands

- Regularly required to stand, talk and hear
- Frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms.
- Fine motor skills
- Ability to handle bending, stretching, lifting up to 20 lbs, carrying, pushing and pulling
- Visual acuity, including color perception

Qualifications

- High school diploma or GED equivalent
- Possess and maintain a Phlebotomy Certification and previous relatable experience is preferred
- Ability to train on the job under appropriate lab personnel, and obtain and maintain Phlebotomy Certification following hire is required

- Basic Life Support (BLS) preferred
- Ability to perform venipuncture and capillary puncture to obtain satisfactory blood specimens with minimal discomfort to the patient
- Ability to demonstrate excellent observation, problem solving, verbal and written communication skills
- Ability to utilize electronic health record systems, related applications and computer systems, software's, phone systems and other standard office equipment
- Must be detailed oriented and demonstrate strong organizational and interpersonal skills
- Valid driver's license with acceptable motor vehicle record
- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs and needs
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

Application Details

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at lacey.hippe@mytisa.org.