JOB DESCRIPTION

Job Title:  Assistant Lab Technician  
Department:  Medical  
Reports to:  Clinical & Lab Coordinator  
Manager:  No  
Job Classification:  Full-time  
FLSA Status:  Non-Exempt  
Salary Range  $32,739.20 less 5% during probation

STANDARDS OF EMPLOYMENT:
Lake Roosevelt Community Health Centers are dedicated to providing responsive, high quality health care services that meet the needs of all users in a non-discriminatory, confidential, compassionate and professional atmosphere. In order to meet this mission it is expected that all employees, regardless of job title, perform their job duties in a professional manner; this expectation includes awareness of and high quality service to our many customers, developing and maintaining job competence, ethical personal behavior, the development and maintenance of supportive and caring relationships with others at work and basic professional integrity. Meeting these expectations is a minimum requirement for continued employment.

I. MINIMUM QUALIFICATIONS:

1. High school graduation or equivalent  
2. One year of clinical laboratory experience or completion of laboratory assistant training  
3. Health Care Assistant Certification

II. MAJOR RESPONSIBILITIES:

1. Operate laboratory equipment in accordance with local, state and federal standards.  
2. Maintains laboratory equipment and facilities through performing operator maintenance, and schedules annual and any other regular maintenance as required per manufacturer and/or governing statute.  
3. Ensures proper patient and staff safety standards are met through compliance with laboratory safety standards.  
4. Performs laboratory specimen processing consisting of receiving, identifying, assigning accession numbers, sorting, preparation and internal laboratory distribution of blood, urine, and other biological specimens.  
5. Respond to inquiries concerning patient lab values, reference ranges, specimen requirements, procedures, time required for tests, and preparation of specimens to outside labs for analysis.  
6. Perform data processing and clerical tasks as required.  
7. Perform phlebotomy on patients to obtain laboratory samples.  
8. Operate laboratory equipment such as microscopes, lead, piccolo, INRatio, autoclaves, Clinitek 50, CBC, centrifuges and properly collect various lab samples.
9. Responsible for ensuring laboratory specimens are drawn and analyzed according to established standards of care.
10. Performs all duties using universal precautions and appropriate protective equipment as required to reduce exposure to infection, bloodborne pathogens and hazardous materials.
11. Ensures proper packaging and shipment of lab specimens
12. Follows CLIA guidelines.
13. Orders laboratory supplies

EVALUATION: All employees are subject to periodic and/or annual evaluation of their performance as it relates to the duties and job functions outlined in this job description.

MANDATORY CONTINUING EDUCATION/CERTIFICATION REQUIREMENTS:
Licensure:
First 90 days: General and department orientation, infection control, fire and safety education, and information technology orientation.

Annually:
Continuing Ed: Phlebotomy training as required.

PHYSICAL ACTIVITY REQUIREMENTS

In an average workday; total cumulative time required for each activity:

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Explain: ____

In an average workday; the weight lifting requirements of (please check one):

- Light (up to 25 lbs.)
- Moderate (25 to 50 lbs.)
- Heavy (over 50 lbs.)

Explain: ____

In an average workday; the employee may be required to perform (please check all that apply):

- Bending/Stooping
- Kneeling
- Crouching
- Twisting
- Climbing
- Reaching (shoulder height or below)
- Reaching (above shoulder)
- Grasping/Handling
- Fine Manipulation/Fingering
- Pushing/Pulling
- Operate Foot Controls

Explain: ____

ENVIRONMENTAL FACTORS

Time Spent Inside: 100%
Time Spent Outside: 0%
Explain: _____

Temperature:
☒ Normal Inside Range ☐ Normal Outside Range ☐ Extreme Heat ☐ Extreme Cold
Explain: _____

Humidity:
☒ Normal Range ☐ Wet/Humid ☐ Dry
Explain: _____

Atmospheric Conditions:
☐ Fumes ☒ Odors ☐ Dusts ☐ Mists ☐ Gases ☐ Poor Ventilation
Explain: various lab specimens

Potential Hazards:
☐ Mechanical ☒ Electrical ☐ Burns ☐ Chemicals ☒ Other
Explain: blood, saliva, urine, stool, etc.

Protective clothing or personal devices required: None

DISCLAIMER STATEMENT:
This job description does not state or imply that the duties listed are the only duties to be performed. It lists typical examples of work and is not intended to include every job duty and responsibility specific to my position. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY. Honorably discharged Veterans will be given priority over minimally qualified applicants in the same preference code.

CLOSING DATE: For guaranteed consideration applications must be received at the Lake Roosevelt Community Health Centers by October 25, 2012 by 4:00 PM.

Information: Lake Roosevelt Community Health Centers
Human Resource Office
P.O. Box 290/ 39 Short Cut Rd.
Inchelium, WA 99138-0290
(509) 722-7686
anna.sandvig@colvilletribes.com