



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-rsn.gov

Job Announcement: HR2017:119	Advertising: Publicly
Position Title: Laboratory Technician/Phlebotomist	Department: Health
Immediate Supervisor: Laboratory Director	Department Director: Health & Elder Services Division Director
Employment Status: Non-exempt	Position Type: Regular Full-Time
Mandatory Reporter: Yes	Background Check Required: Yes (child-sensitive)
Opening Date: Tuesday, November 21, 2017	Closing Date: Tuesday, December 5, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Tribal Employment Rights Ordinance

Overall Objectives of Position

The Laboratory Technician/Phlebotomist performs laboratory procedures in phlebotomy and general lab tests under approved protocols, requiring limited judgment and interpretation. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Laboratory Technician/Phlebotomist is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.

The Laboratory Technician/Phlebotomist is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Laboratory Technician/Phlebotomist

- Assists with laboratory testing for all in-house and out-patient orders.
- Collects and processes specimens for in-house and referred lab tests.
- Performs assigned analytical tests or procedures that require limited judgment.
- Operates instruments within the scope of training, recognizes factors that affect measurement, and takes appropriate action utilizing established protocols and quality controls.
- Communicates test results, normal ranges, and specimen requirements to authorized sources.
- Recognizes abnormal results and refers them to the appropriate supervisory personnel.
- Labels and records all collections. Logs procedures in all logbooks and in computer documentation program.
- Schedules patients for lab, as necessary.
- Orders supplies and maintains laboratory inventory.
- Assists in the cleaning and maintenance of equipment.
- Performs routine quality control checks as directed.
- Posts patient billing with proper diagnosis code and procedural codes.
- Participates in educational programs, in-service training, and committee/team meetings, as directed.
- Performs other duties as assigned appropriate person.

Day-to-day Responsibilities

- Performs phlebotomy including capillary punctures and venipunctures as appropriate for the patient requiring the procedure.
- Answers telephone and directs calls as necessary, in a courteous manner.

Education/License/Certification and Experience Requirements

- High school diploma or equivalent required.
- Three (3) years of related employment experience in a clinical laboratory/phlebotomy setting required.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of date of hire.
- Certification as Phlebotomist or Laboratory Technician by an approved agency preferred.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Must have a working knowledge of computers and electronic health records, with the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc.
- Ability to interpret and understand medical terminology
- Excellent time and resource management skills
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Must be able to work in a team environment and independently.
- Ability to work in a cross-cultural environment.

Additional Requirements

- Must possess and maintain documentation of immunization against Hepatitis B, or must obtain immunization within ninety (90) days of date of hire.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources at the Tribal Administrative Offices in Building 600. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**