



TRIBAL PERSONNEL DEPARTMENT

REPOST

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JOB TITLE: Medical Technologist (MT)/Clinical Laboratory Scientist (CLS)
SUPERVISOR: Laboratory Supervisor
LOCATION: Peter Christensen Health Center
POST DATE: September 10, 2020
CLOSING DATE: September 24, 2020

General Description: The primary responsibility of this position is to perform professional laboratory work following established clinic procedures and performs chemical and biological tests on patient specimens to aid in medical diagnosis. The Medical Technologist (MT) Clinical Laboratory Scientist (CLS) understands the underlying scientific principles of laboratory testing as well as the technical, procedural and problem-solving aspects. The MT/CLS is required to collect and process biological specimens for in-vitro analysis according to established procedures, maintain instrumentation and records, and perform quality assurance activities as required

Qualifications: Bachelor of Science degree or Associate degree in a health related or scientific field is required. A Bachelor of Science degree in Medical Technology or Clinical Laboratory Science is preferred. Must be certified or eligible by the American Society for Clinical Pathologists or other appropriate certifying agency. Current knowledge of laboratory procedures and instrumentation required. One to two years of previous laboratory experience is preferred.

Salary: \$23.00-\$30.00 per hour dependent on qualifications/experience.

How to Apply: Submit your application for employment and a notarized Release of Information by the deadline. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer

with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Medical Technologist (MT)/Clinical Laboratory Scientist (CLS)

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Laboratory Supervisor

D. D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to perform professional laboratory work following established clinic procedures and performs chemical and biological tests on patient specimens to aid in medical diagnosis. The Medical Technologist (MT) Clinical Laboratory Scientist (CLS) understands the underlying scientific principles of laboratory testing as well as the technical, procedural and problem-solving aspects. The MT/CLS is required to collect and process biological specimens for in-vitro analysis according to established procedures, maintain instrumentation and records, and perform quality assurance activities as required. Specific responsibilities include but are not limited to;

- 1) Collect and process biological specimens for analysis.
- 2) Operate laboratory instrumentation utilizing established procedures.
- 3) Perform laboratory testing in accordance with established procedures.
- 4) Perform and document quality control in all areas of laboratory testing.
- 5) Recognize control results that are outside of their acceptable range and take appropriate corrective action as necessary.
- 6) Perform preventative maintenance on laboratory instrumentation.
- 7) Recognize an instrument malfunction, take corrective action, document and inform the supervisor.
- 8) Maintain quality assurance of the laboratory by successfully performing proficiency testing.
- 9) Communicate in a profession manner to internal and external customers. Communications may include lab results, lab orders and questions from outside providers.
- 10) Keep instrumentation and surrounding work are clean and organized.
- 11) Maintain patient confidentiality in accordance with HIPPA standards.
- 12) Comply with all established safety and infection control standards.
- 13) Provide a patient billing report for all laboratory testing.
- 14) Monitor appropriate quality controls to ensure the integrity of all laboratory testing.
- 15) Assist with the maintenance of both CLIA and AAAHC accreditation.
- 16) Participate in ongoing quality improvement projects as assigned.
- 17) Provide testimony in court for evidentiary testing as necessary.
- 18) Contribute to the smooth and effective operation of PCHC by performing duties as Assigned.
- 19) Remains competent and current on all aspects of the clinical laboratory.

20) All other job-related duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with PCHC staff.
2. **External:** Regular contact with PCHC patients, reference labs, outside providers, Medical facilities, proficiency test providers, technical support and equipment vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Performs work functions independently with minimal supervision from the Laboratory Supervisor.

H. EDUCATION: Bachelor of Science degree or Associate degree in a health related or scientific field is required. A Bachelor of Science degree in Medical Technology or Clinical Laboratory Science is preferred. Must be certified or eligible by the American Society for Clinical Pathologists or other appropriate certifying agency.

I. EXPERIENCE: Current knowledge of laboratory procedures and instrumentation required. One to two years of previous laboratory experience is preferred.

J. SKILLS:

1. Follow established procedures for collection and processing of biological specimens for analysis.
2. Recognize factors that may affect or interfere with specimen analysis and take appropriate action according to predetermined protocols.
3. Operate instrumentation within the scope of training, utilizing established protocols and quality control procedures.
4. Communicate test information professionally to appropriate entities.
5. Establish and maintain effective working relationships with patients, clinic staff and the general public.
6. Ability to work under stress, be helpful to apprehensive patients, providers and vendors, and be firm in a professional way when necessary.
7. Ability to be organized, efficient, and timely in work habits, maintain a neat work area and be conscientious and reliable.
8. Perform phlebotomy on adult, pediatric and infant patients.
9. Demonstrated ability to maintain confidentiality, understanding and practicing the principles of HIPPA.
10. Must be willing to attend trainings as required.
11. Intermediate computer skills including Word, Excel, electronic health records, (HER) and laboratory information systems (LIS)
12. Maintain certification by an appropriate certifying agency (i.e. ASAP)
13. Ability to develop knowledge of respect for and skills to engage with those from other cultures or backgrounds is required.
14. Adhere to safe work practices.

K. WORKING ENVIRONMENT:

Work conditions: Fast paced laboratory office environment.

Exposure to hazards: Frequent exposure to blood and other biological materials as well as exposure to patient's with communicable disease. May be exposed to situations where a patient's behavior may create undesirable conditions.

Physical Requirements: Prolonged standing, walking, and sitting, infrequent lifting up to 40 lbs.

L. BEHAVIOR: The vision, goals, and objectives of the Lac du Flambeau band of Lake Superior Chippewa Indians requires the Medical Technologist/Clinical Laboratory Scientist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must be able to attain and maintain HealthCare Provider Background Check for the State of Wisconsin. Must submit to and pass a drug test prior to commencing employment and random thereafter. Must be Basic Life Support Certified or must be obtained within 6 months of employment and maintained as offered by PCHC. Employee must provide proof of immunity to measles, mumps, rubella and varicella at the time of employment and submit to a TB skin test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lake du Flambeau Band of Lake Superior Chippewa Indians.