



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Certified Medical Laboratory Technician

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am -4:30pm

Salary Range: Negotiable

Posting Date: 05/16/2019

Closing Date: Until Filled

Description of Position:

The Certified Medical Laboratory Technician will perform general laboratory tests under the general direction of the Medical Director. Ensure all the Quality Assurance and Proficiency Testing measures required for continued COLA/CLIA Compliance of Standards and AAAHC accreditation are continuously met. Provides information for patient diagnosis and treatment by performing laboratory tests; receiving, testing, and recording results. Will assist by performing tests on tissue, blood and other body fluids. Follow the Medical Home Model Care of Delivery for patients care.

- Bachelor of Science degree in Medical laboratory science or Medical Technology required.
- Certification as a Medical Laboratory Technician. Certified through the American Society of Clinical Pathology.
- Experience with Laboratory Information Systems required.
- Compassion: Empathy is necessary when working closely with patients who might be in pain or under emotional duress.
- Attention to Detail: Performing tests requires exact measurements and a good eye for detail, or the results could be false.
- Dexterity: Lab techs work with their hands and will need dexterity to work with small vials, test tubes, and delicate lab equipment.
- Technical Skill: Lab techs need to understand complex lab machinery and computer programs used to conduct tests
- Knowledge of working with an electronic health record preferred.
- Must be able to pass a background check.

- Must be able to pass pre-employment and random drug testing
- Valid WI Driver's License.
- Current Vehicle Insurance
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

Major Duties and Responsibilities:

1. Performs blood collections, both venous and capillary, collects swabs for rapid strep testing and determine sample validity.
2. Performs routine tests in hematology, chemistry, urinalysis and serology.
3. Completes chart forms, Quality Controls forms, daily log and daily statistics.
4. Performs routine quality control procedures.
5. Computer accessions all in-house and sent out procedures.
6. Prepares and packages specimens for transport to reference laboratory.
7. Is familiar with and follows written policies and procedures, including procedures, safety and clinical blood borne pathogen policies.
8. Maintains All American Proficiency testing.
9. Ensures adequate infection control and safety procedures are followed and that all biohazards are handled safely and disposed of according to correct procedures.
10. Fully participates in quarterly proficiency testing, quality improvement projects and "in lab" ongoing education and training.
11. Report any Critical Lab Values as soon as discovered according to policy.
12. Contact the Technical Consultant / Medical Technologist as soon as possible when having technical difficulties.
13. Ensure all Lab COLA/CLIA, and all AAAHC (accreditation) standards are met.
14. Ensure cleaning of all equipment.
15. Make quality controls for chemistry machine.
16. Performs all drug testing procedures in collaboration with outside lab
17. Filing of lab documents.
18. Must relate to patients, staff, and outside customers in a professional manner.
19. Complete monthly, quarterly and annually lab report to Supervisor
20. Responsible for reporting Adverse Incidents.
21. Any other duties assigned by the Medical Director.

Supervision and Guidance:

The Certified Medical Laboratory Technician will work under the direct supervision of the Medical Director with oversight by the CEO Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) current letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

05/16/2019