



**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:** Laboratory Technician

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday through Friday 8:00am-4:30pm

**Salary Range:** \$17.55 - \$26.00 depending on experience and qualifications

**Posting Date:** February 8, 2024

**Closing Date:** Open Until Filled

**Description of Position:**

The Laboratory Technician will perform phlebotomy, waived and moderately complex laboratory tests for the diagnosis, treatment, and prevention of disease under the direction of the Laboratory Manager. Ensure all the Quality Assurance and Proficiency Testing measures required for continued COLA/CLIA Compliance of Standards and the AAAHC accreditation are continuously met. This position is expected to independently perform every aspect of the laboratory including phlebotomy, customer service, the LIS, instrumentation troubleshooting and answer questions for the providers in a timely manner. Follow the Medical Home Model Care of Delivery for patient care.

**Qualifications**

- High School diploma required
- Associates degree in medical field preferred
- Phlebotomy Certificate preferred
- Previous work-related skill, knowledge, or experience working in a medical lab required
- Experience with the Laboratory Information System preferred
- Ability to perform and obtain sample management, in-house testing and to maintain patient and Quality Control/Quality Assurance records
- Pipetting skills preferred
- Ability to work independently
- Excellent computer skills with experience in Word and Excel.
- Required being careful about detail and thorough in completing work tasks.

- Possess strong written and oral presentation skills
- Must be able to pass a background check
- Must be able to pass pre-employment and random drug screening
- Valid Wisconsin 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. Perform blood collection, both venous and capillary, collect swabs for rapid testing and determine specimen viability.
2. Perform routine tests in hematology, chemistry, urinalysis and serology
3. Complete and document quality control, daily logs and daily statistics
4. Perform routine quality control procedures
5. Computer accession all in-house and send-out specimens
6. Correctly enter all laboratory results into the LIS
7. Prepares and packages specimens for send-out testing
8. Is familiar with and follows written policies and procedures, including those in safety and clinical blood borne pathogens.
9. Perform any necessary American Proficiency testing.
10. Ensures adequate infection control and safety procedures are followed and that all biohazards are handled safely and disposed of according to correct procedures.
11. Fully participates in quarterly proficiency testing, quality improvement projects and "in-lab" ongoing education and training.
12. Report any critical laboratory values as soon as discovered according to policy
13. Contact the Technical Consultant/Laboratory Manager or other laboratory personnel as soon as possible when having technical difficulties.
14. Ensure cleaning all laboratory equipment.
15. Performs drug testing procedures in concordance with outside laboratory.
16. Filing lab documents
17. Maintain adequate inventory levels for the laboratory and maintain inventory for the medical clinic.
18. Must relate to patients, staff and outside customers in a professional, courteous manner
19. Responsible for reporting adverse incidents
20. Other duties as assigned by Lab Manager

**Supervisor and Guidance:**

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

**\*Applicants for employment with the Health Center must submit application and additional documents:**

Letter of Interest  
Resume  
Credentials  
Proof of any stated qualifications  
Academic transcripts  
3 letters of reference

**Applications may be obtained from and submitted to:**

Lac Courte Oreilles Community Health Center  
Human Resources  
13380 W. Trepania Road  
Hayward, WI 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.*

02/06/2024