



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**

**9940 N County Highway K
Hayward, Wisconsin 54843-2186**

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

Position: PRN Laboratory Technician

Location: Lac Courte Oreilles Community Health Center

Hours: Monday through Friday 7:30am – 4:00pm PRN

Salary Range: \$21.97-\$25.27

Posting Date: 06/26/2026

Closing Date: Open Until Filled

Classification: Non-Exempt/Seasonal

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 COLA/CLIA Compliance of Standards and the AAAHC accreditation are continuously met. This position is expected to perform aspects of the lab including phlebotomy, customer service, instrumentation, trouble-shooting and answer questions for the Providers in a timely manner. Follow the Medical Home Model Care of Delivery for patient care.

Qualifications:

- Must be at least 18 years of age
- High School diploma required
- Associates degree in medical field preferred
- Phlebotomy Certificate preferred
- Experience with 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. Perform routine quality control procedures
4. Computer accession all in-house and send-out testing
5. Correctly enter laboratory results into the LIS
6. Prepare and package specimens for send-out testing
7. Be familiar with and follows written policies and procedures, including those in safety and clinical blood borne pathogens.
8. Perform any necessary 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 participate in quality improvement projects and 'in-lab' ongoing education and training
11. Report any critical laboratory values as soon as discovered according to policy
12. Contact the Technical Consultant/Lab Manager or other laboratory personnel as soon as possible when having technical difficulties.
13. Ensure cleaning of all laboratory equipment
14. Perform drug testing collection procedures in concordance with outside laboratory
15. Filing laboratory documentation
16. Must relate to patients, staff and outside customers in a professional, courteous manner
17. Responsible for reporting adverse incidents
18. Other duties as assigned by Laboratory Manager.

Supervisor and Guidance:

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

9940 N. County Hwy N

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.

2/10/2026