Three Affiliated Tribes
Elbowoods Memorial Health Center
1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809

Job Description

PHLEBOTOMIST

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Laboratory Manager	**FLSA STATUS: FT-Regular**
DEPARTMENT: EMHC Lab	**LOCATION: 1251 Elbowoods Loop**
SALARY: $21.85 – $31.00 DOE/DOQ	**OPENING DATE:**
CLASSIFICATION: Non-Exempt	**CLOSING DATE:**

POSITION SUMMARY:
The Phlebotomist is under the direct supervision of the Laboratory Manager with overall responsibility to the EMHC CEO. The Phlebotomist is responsible for collecting and processing blood and urine specimens, performing waived testing, maintaining specimen integrity, and ensuring accurate documentation in accordance with EMHC policies and quality standards. This position provides courteous, professional service to patients and staff, supports daily laboratory operations, and upholds patient confidentiality. All duties are performed on-site within the EMHC clinic, with no travel permitted; required trainings or meetings will be attended virtually or on-site only.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Collects blood specimens by venipuncture or capillary puncture, instructing patients on proper collection of urine specimens. Correctly labels all specimens;
2. Copies, scans, faxes, mails, and files lab reports and answers the telephone;
3. Processes electronic and/or manual patient requisitions accurately;
4. Sorts and processes specimens, including reference lab specimens;
5. Evaluates requested procedures to determine the suitability of specimens for analysis, requesting new specimens if determined to be unusable. Prepares specimens for analysis, ensuring that the physiological state of the properties is maintained;
6. Selects, performs, evaluates, and monitors the performance of waived test procedures in accordance with established protocols;
7. Recognize indicators of malfunction, obtain analytical data (e.g., color and points, digital read outs), and correlates data to verify results, write laboratory reports (identifying sample and stating methods and results), and reports results to appropriate individuals;
8. Conducts quality control procedures on waived testing and maintains proper records for quality control reports;
9. Orders and restocks supplies;
10. Performs other duties as assigned;
11. Establishes positive communications with all departments of EMHC to ensure stable operations;
12. Maintain required reporting as assigned;

Three Affiliated Tribes
Elbowoods Memorial Health Center
1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809

Job Description

PHLEBOTOMIST

13. Represents EMHC in a highly professional matter;
14. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
15. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
16. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
17. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
18. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
19. Attend training and maintain certifications as required; and
20. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical –** The individual synthesizes complex or diverse information;
- **Problem solving –** The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;
- **Verbal/written communication –** The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Quality management –** The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;
- **Judgment –** The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;
- **Planning/Organizing –** The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security –** The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;

Three Affiliated Tribes
Elbowoods Memorial Health Center
1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809

Job Description

PHLEBOTOMIST

- Knowledge of the organizations and operations of administrative programs.

Abilities

- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to collect and compile information for technical support work in a closely related field including but not limited to reports of findings;
- Ability to work independently with minimal supervision;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma/or GED; **REQUIRED**
- Must have 1 year of general experience (a) any type of work that demonstrates your ability to perform the work of the position, or (b) experience that provided familiarity with the subject matter or processes of the broad subject area of the occupation; **PREFERRED**
- Must obtain knowledge of chemical, microbiologic, hematologic and blood banking;
- Familiarity with MHA Nation culture, values, and traditions;
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy;
- All duties, meetings, and required training are conducted on-site at EMHC or virtually. Travel for work is not permitted under any circumstances.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. CST;
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job:
    - Work is performed in an office and clinic environment with varying conditions of noise level, temperature, and illumination;
    - Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment;
    - Work situations may be stressful and require irregular hours;
    - Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
    - Work is performed inside with exposure to unpredictable crisis situations;
    - Shift work may be required;
    - Extensive walking is required since interaction between all disciplines within the health care operations and management is required;

Three Affiliated Tribes
Elbowoods Memorial Health Center
1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809

Job Description

PHLEBOTOMIST

  - No travel or off-site work is permitted. All duties must be completed within the clinic;
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:
  - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
  - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
  - The individual must regularly lift and/or move up to 50 pounds;
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
  - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov & Recruitment@mhanation.com

Supervisor Signature: _____Date: _____

Three Affiliated Tribes
Elbowoods Memorial Health Center
1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809

Job Description

PHLEBOTOMIST

Employee Signature: _____ Date: _____