



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax Number: (701) 627-2809

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: Medical Lab Technician/Medical Technologist
RESPONSIBLE TO: Lab & Radiology Supervisor
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

- 1) Position serves primarily as staff Medical Technologist at the Elbowoods Memorial Health Center.
 - a) **Job Summary (position includes, but is not limited to the following):**
 - i) Performs required medical laboratory procedures in the areas of Clinical Chemistry, Microscopy, Hematology, Microbiology, Urinalysis and Specimen Processing.
 - ii) Prepare send-out labs for transit according to regulations
 - iii) Performs venipuncture and skin punctures according to acceptable Phlebotomy procedures.
 - iv) Performs routine preventive maintenance (daily, monthly, yearly and as required); troubleshoots common equipment failure and refers problems to technical consultant as needed.
 - v) Performs and documents quality control procedures according to guidelines of each section.
 - vi) Follows safety procedures and standards for the operation and maintenance of equipment. Daily cleaning of laboratory counters.
 - vii) Greets and escorts patients to the examining room in a timely manner to accomplish good patient flow. Transports patients to and from exam rooms via wheelchair, or assisting ambulatory patients.
 - viii) Maintains necessary records required.
 - ix) Prepares assigned work area for receiving patients. Ensures that proper supplies are on hand for the procedure being performed.
 - x) Performs proper procedure for filing of lab and reports.
 - xi) Performs other lab duties as required.

- 2) Represents EMHC in a highly professional manner.
- 3) Establishes positive communications with all departments of EMHC to assure stable operations.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- 7) 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.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Two years Associates Clinical Laboratory Science (CLS) Degree from an accredited College or University, **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- Possession of a current, unrestricted ND Clinical Laboratory Science (CLS)/Medical Technologist License.
- Must have 1 year of specialized experience in technical medical laboratory support.
- Computer knowledge and proficiency, **REQUIRED**.
- Possession of a current, valid North Dakota State Driver's License, reliable transportation, and telephone, **REQUIRED**.
- Must obtain knowledge of chemical, microbiologic, hematologic and blood banking.
- 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 in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 40 pounds of material.

- 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 and outside the property with exposure to inclement weather and 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.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.