



Elbowoods Memorial Health Center

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

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Phlebotomist
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. Collects blood specimens by venipuncture or capillary puncture, instructs 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. Processes reference lab specimens.
5. Must evaluate requested procedures to determine the suitability of specimen for analysis, requesting new specimen if determined to be unusable. Prepares specimens for analysis, insuring that the physiologic state of the properties is maintained.
6. Selects, performs, evaluates, and monitors the performance of waived test procedures in accordance with established protocols.
7. Must recognize indicators of malfunction. Obtains analytical data (e.g., color and points, digital read outs), and correlates data to verify results, writes 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. Represents EMHC in a highly professional manner.
12. Establishes positive communications with all departments of EMHC to assure stable operations.
13. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
14. Maintain required reporting as assigned.

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 the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- 1 year of general experience (1) any type of work that demonstrates your ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.
- Successful completion of (a) a full-time training course of approximately a year's duration in a medical or clinical laboratory assistant (or technician) school that included instruction in chemistry, hematology, blood banking and microbiology (including serology) and that, in addition, included supervised laboratory practice incident to the diagnostic process and the treatment of patients; or (b) One year of study above the high school level that included at least 6 semester hours in chemistry and/or biological science.
- 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 with minimal 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 25 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 POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resources
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.