



MI'KMAQ NATION

Job Announcement



TITLE: Phlebotomist/ Medical Assistant

CLASSIFICATION: Full time, hourly

IMMEDIATE SUPERVISOR: no

SALARY RANGE: \$18-\$24

NOTE: The following includes data on essential functions, as well as physical, mental, academic and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants and directors as a reference tool for determining whether applicant meets the qualifications, sufficient to perform the tasks and assume the responsibility for the work described herein. Some aspects of the Position Description may change over time, according to Ge needs of the Mi'kmaq Nation (herein after, MN).

SUMMARY OF POSITION: The Phlebotomist/Medical Assistant is a key player of the Mi'kmaq Family Health Services primary care team. The incumbent is responsible for the elective operation of the lab through coordination of all activities within their scope of responsibilities under the general supervision of the Clinical Director and/or designee.

Incumbent will perform venipunctures, finger and heel sticks, process medical waived lab tests, properly collects and prepares specimens for lab courier, accessioning and documents the results promptly and accurately. Incumbent will promote productive, professional and friendly interactions with patients, providers, members of other departments and will serve as a back-up for clinical team members as needed.

EDUCATION (AND PERTINANT EXPERIENCE): Hi@ school diploma or equivalent required. Associates Degree in clinical laboratory sciences preferred.

LICENSES OR CERTIFICATIONS: ASCP registered or eligible for registration, or certification as an American Society of Phlebotomy Technicians (ASPT), Clinical Laboratory Technician [CLT] or American Medical Technologist (AMT) required. If candidate does not have a certification must obtain a certification within one year of hire. Must have a valid driver's license or ability to obtain a driver's license within 6 months of hire. . Be eligible to be put on the tribe's vehicle insurance policy.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Working knowledge of laboratory functions in a clinical setting. Knowledge of Universal Precautions, SDS, generally accepted safety practices and quality control practices for lab services. Knowledge of medical record documentation practices related to laboratory services. homes.

WORKING CONDITIONS: Work is performed in an outpatient primary care setting, Tribal and community buildings and patient homes. Work requires long periods of regular and recurring standing, walking, bending and lifting no more than 50 pounds. Items may be placed on overhead storage. There is common expose to contagious and infectious disease occasionally. The work may require the de-escalation strategies with patients, families and visitors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally, minimal frequency.

FUNCTIONS/TASKS/RESPONSIBILITIES:

1. Perform waived laboratory testing available, within compliance and under the supervision of a physician, nurse practitioner or registered nurse.
2. Communicate with and assist patients in a professional and courteous manner. Provides patient education material and information as directed.
3. Review the laboratory schedule and verify and complete orders. Identify the patient and confirm the correct patient record. Monitor and resolve orders in the electronic health record.
4. Obtain blood specimens from patients (infants, pediatrics, and adults) per laboratory orders by performing venipunctures, finger and heel sticks, process medical waived laboratory tests and documents results.
5. Understands proper specimen handling.
6. Complete appropriate laboratory forms, documents tests performed and reports laboratory results to the ordering provider in a timely manner. Follows practice established guidelines for notification of critical and STAT lab results.
7. Complete lab requisition forms and produce appropriate labels for forms and specimens, prepares and packs specimens for reference laboratory.
8. Monitors when referral laboratory reports are sent and returned to include tracking and follow up for any outstanding incomplete lab results.
9. Works directly with Quest for any issues related to correctly ordering and resulting lab tests with reports to the Clinic Director
10. Orders, stocks, and maintains adequate lab supplies, patient handouts, forms and logbooks. Performs all routine maintenance procedures and calibrations of clinical analyzers (runs QC checks on equipment), records and monitors temperature checks on refrigeration and freezer units, and maintaining security standards.
11. Assess all clinical staff are trained and have completed competencies on file on the Point of Care waived testing.
12. Maintain a safe, clean and organized work area on a daily basis or more often, as necessary. Follow procedures established for universal precautions and sterile techniques. Alert Clinic Director and/or Health Director to problems and difficulties, as circumstances may warrant.
13. Adheres to all quality control requirements in laboratory.
14. Performs clerical support including making copies, maintaining and organizing filing

system for incoming and outgoing labs, end of mom statistical reports, and other assigned duties by supervisor.

15. Maintain records and documentation for proficiency testing and to meet CLIA requirements and regulations.
16. Participates in quality improvement process/projects, both in the laboratory and the health clinic.
17. Responds in case of an internal or external disaster, or pandemic.
18. Participate in proficiency testing events as assigned by the Clinic Director or designee. Advance job knowledge and skills through continuing education efforts with the approval of Clinic Director.
19. Serve as a back-up for clinical team members as needed by controlling patient flow, obtaining blood pressure measurements, and documenting vital signs in the electronic health Record.
20. Attend staff and other meetings, in-services, and other events as directed by supervisor.
21. Reports to work, meetings, training, and scheduled appointments on time.
22. All other duties as assigned.
23. Participate Health Insurance Portability and Accountability Act (HIPAA) Training as required by MN/MHD Training Policy, and maintain HIPAA Compliance in performance of position function.
24. Maintain strict adherence to the Privacy Act of 1974.
25. Review and abide by the MN Personnel Manual.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

NOTICE: This position in no way states or implies that Ge responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. Employee will be required to follow any other instructions and to perform any other job-related duties as required by employee's immediate supervisor.

Requirements stated herein, are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, Ge employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

Only individuals who have proof of full COVID-19 vaccination will be considered for hire.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: July 26, 2024

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.