



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## LABORATORY TECHNICIAN

### Position Description

**Opens: October 18, 2021**

**Closes: October 25, 2021**

<b>Department:</b>	Health	<b>Reports to (title):</b>	Laboratory and X-Ray Supervisor
<b>Job Code:</b>	N-11	<b>Job Location:</b>	Bois Forte Health Services
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	None
<b>Hours/week:</b>	Varies	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Part-Time	<b>Effective Date:</b>	01/01/2017
		<b>Revised Date:</b>	11/5/2020

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Laboratory Technician manages the activities of the laboratory and in accordance with clinical, administrative policies, Federal, State, IHS and Clia regulations; recommends department procedures and methods of operation, assigns and supervises the activities of all personnel in the department. The incumbent is responsible for performing lab collections and testing, urine drug screens, infectious control, and safety for the clinic setting. Incumbent is responsible for supply ordering for all materials and related duties to support patient care.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Performs laboratory collections and testing
  - Collects specimens according to clinic/laboratory policies and procedures for laboratory services
  - Completes the waived and moderate complexity lab test menu
  - Prepares specimens for reference laboratory testing. Prepares cultures for incubation
  - Performs urine drug testing for clinic patients and RTC employees; maintains chain of custody
  - Completes documentation of patient's results in charts.
  - Recognizes normal, abnormal and critical value laboratory findings and follows procedure for reporting all results to requesting provider
  - Completes patient's charges for all laboratory testing done
  - Ensures provider receives timely results of all laboratory tests
  - Maintains quality control for the laboratory
  - Determines and records daily quality assurance

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- Monitors nursing staff who are perform testing of patients
- Participates and keeps Clia policies and procedures up to date
- 2. Maintains quality control for and laboratory according to policies and procedures
  - Determines and records daily temperatures for lab refrigerators, freezers, laboratory and x-ray room
  - Performs and documents daily and period quality control for laboratory and x-ray services according to clinic policies and procedures
  - Recognizes variations in quality control results and follows procedures for corrective actions
  - Participates in proficiency programs
  - Monitors all equipment and devises and reports deviations from standards in a timely manner
  - Follows all safe and healthful work practices
  - Complies with State or Band site-specific policies and procedures, safety and health standards and regulations
- 3. Assists in maintaining laboratory and supplies
  - Monitors inventory of needed supplies and assures that supplies are not out of date or run out
  - Receives incoming supplies, validates accuracy of shipments, stock and properly rotate supplies
  - Maintains a clean and orderly work and supply area
- 4. Performs other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Two years of related experience</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Lab Degree or Diploma from an Accredited program; or</li><li>• High School Diploma or equivalent GED; or</li><li>• Successful completion of an official Military Medical Laboratory Procedures Course of at least 50 weeks duration</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• 2 years medical Laboratory Technician AAS Degree</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of laboratory functions in a clinical setting.</li><li>• Knowledge of universal precautions, generally accepted safety practices, radiation safety and quality control practices for the clinical laboratory.</li><li>• Ability to perform phlebotomy, waived and moderate complex laboratory testing.</li><li>• Ability to work independently under general administrative and medical direction.</li><li>• Ability to maintain patient confidentially.</li><li>• Ability to perform routine computer data entry functions.</li><li>• Ability to demonstrate positive customer relations.</li><li>• Ability to communicate clearly, verbally and in writing.</li><li>• Must have documentation of training appropriate for the testing performed prior to analyzing patient specimens. This training includes, but is not limited to, proper specimen collection, implementation of all standard lab procedures, skills needed for performing each test method and proper instrument use, performing preventative maintenance, troubleshooting and calibration.</li><li>• Must have a working knowledge of reagent stability and storage.</li><li>• Must have an awareness of the factors that influence test results.</li></ul> |

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- Must have the knowledge of how to implement quality control quality control policies and procedures.
- Ability to asses and verify the validity of patient test results.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### **PREFERRED QUALIFICATIONS**

- None

### **WORK ENVIRONMENT**

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### **TRIBAL AND INDIAN PREFERENCE**

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### **OTHER**

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- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**