



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlakenation.com

Job Title:	Phlebotomist	Open Date:	October 24, 2024
Program:	Spirit Lake Health Center	Close Date:	November 7, 2024

Position Objective: This position is responsible for performing a variety of procedures including blood and urine sample collection, specimen processing, paperwork filing, waived testing, and maintain lab function for the Spirit Lake Health Center (SLHC).

Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.

Major Duties & Responsibilities

- Assembles equipment such as tourniquet, needles, and disposable containers for needles, blood collection devices, gauze, cotton, and alcohol on work tray according to requirements for specified tests or procedures.
- Evaluates requested procedures to determine the suitability of specimen for analysis.
- Verifies or records identity of patient or donor and converses with patient or donor to allay fear of procedure.
- Applies tourniquet to arm, locates accessible vein, swabs puncture area with antiseptic, and inserts needle into vein to draw blood into collection tube or bag.
- Withdraws needle, applies treatment to puncture site, and labels and stores blood container for subsequent processing.
- Perform quality control on waived testing; and, accurately documents waived testing results in the Electronic Health Record.
- Cleans, disinfects, and sterilizes phlebotomy equipment and laboratory.
- Prepares shipping manifests for send out testing.
- Performs clerical duties as assigned.
- Ensures all phlebotomy and ancillary equipment is functioning to standard.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Assists with receiving and stocking supplies.
- Performs related duties as defined by supervisor.

Knowledge Required At A Level Appropriate For This Position

- Knowledge of phlebotomy techniques.
- Knowledge and ability necessary to provide care appropriate to the age of patients served.
- Knowledge of infection control standards and protocols.
- Ability to identify, categorize, and perform clinical services to address each patient's age-

specific needs, i.e., infant, adolescent, or geriatric patients.

- Skill in oral and written communication.
- Skill in the provision of customer service.
- Skill in use of job related equipment and tools.
- Skill in use of personal computer and a variety of job related software applications.

Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed, and specific instruction. The supervisor checks completed work for compliance with procedures with instruction, accuracy, adequacy and timeliness.

Guidelines

Guidelines include SLHC Laboratory standard operating procedures and policies, and SLHC policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity/Scope of work

This position consists of clinical duties. The purpose of this position is to specialized duties in support of the SLHC's laboratory services. Successful performance helps ensure the overall effective and efficient operation of the Laboratory and SLHC resulting in improved patient outcomes.

Contacts

Contacts are typically with clinical providers, patients, and employees.

Contacts are typically to exchanging information, provide patient care, and provide assistance.

Physical Demands/Work Environment

The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures. The work environment is usually noisy.

While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, or crouch. The employee must regularly lift and/or move light objects, and occasional lift heavier objects. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Supervisory and Management Responsibility

None.

Qualifications, Experience and education required:

- High school diploma or equivalent.
- Successful completion of a Phlebotomy Program preferred or willing to become a certified phlebotomist within one year or LPN/RN license.
- Current BLS certification or willing to obtain upon hire.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Role:	Phlebotomist	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Supervision:	
Grade:	9	Manages Others:	No
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	rcrosswhite@spiritlakenation.com or mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		