



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

Job Title:

Medical Laboratory Technician (MLT)

Open Date:

March 13, 2019

Position Objective: This position is responsible for performing chemical, microscopic, and bacteriologic tests to obtain data for use in diagnosis and treatment of diseases for the patients of Spirit Lake Health Center (SLHC). Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values.

Major Duties & Responsibilities

- Performs tests in the fields of microbiology, chemistry, hematology, serology, and urinalysis.
- Conducts analyses of body fluids and/or tissue to determine presence of normal and abnormal components.
- Prepares reagents and primary reference materials.
- Selects, performs, evaluates and monitors the performance of non-routine and specialized test procedures using manual and/or instrumental techniques in accordance with established protocols.
- Recognizes and reacts to indicators of malfunctions; locates and implements corrections.
- Obtains analytical data (e.g., color and points, digital read outs, tracing patterns, agglutinations); converts to proper units for reporting; and correlates data to verify results.
- Writes laboratory reports and provides to appropriate individuals.
- Performs manual differentials.
- Analyzes test results and enters findings in computer.
- Engages in medical research under direction of Medical Technologist Supervisor.
- Performs routine preventative maintenance on assigned instruments and equipment according to established schedule and procedure.
- Verifies instrument functioning by checking and calibrating specific lab instruments and documents data.
- Records on instrument logs any repairs, replacement, and maintenance needed of equipment; identifies the cause of common problems and makes simple repairs.
- Conducts quality control procedures on equipment, reagents and products. Maintains proper records for quality controls reports.
- Performs phlebotomy duties to obtain blood samples.
- Evaluates and recommends new tests.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Knowledge required at a level appropriate for this position

- Knowledge of federal, state, local, and accrediting agency regulations affecting areas of responsibility.
- Knowledge of medical technology principles, concepts and methodology.
- Knowledge of mathematical and statistical processes sufficient to calculate and convert analytical data.
- Knowledge and skill sufficient to use and maintain complicated laboratory equipment and instruments.
- 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.

Minimum Qualifications

- Associate's Degree in a Medical Laboratory Technician Program.
- Valid certification by a recognized certifying agency (ASCP, AMT).
- Valid licensure as a Medical Laboratory Technician (MLT) by the North Dakota Board of Clinical Laboratory Practice.
- Current BLS certification.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Role:	Medical Laboratory	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Closing Date:	March 27, 2019
Monthly Salary Range:	DOQ	Supervision:	Department Supervisor
Number of Vacancies:	1	Manages Others:	No
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@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.		