



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 181-20**

**OPENING DATE: 12/10/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Laboratory Assistant  
**PAY GRADE:** NE5 (\$15.97/hr. - \$21.56/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Nurse Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Draws and collects blood and fluid specimens, assists with laboratory tests, procedures, documentation, and provider notification of results.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **JOB DUTIES:**

- Draws blood samples from pediatric, adolescent, adult and geriatric patients by capillary or venipuncture.
- Instructs patients in proper collection of urine, stools and sputum.
- Collects, prepares, labels and stores all laboratory specimens for testing according to established policies, procedures and protocols.
- Participates in calibration and quality control procedures on equipment, reagents and products and maintains records for quality control purposes.
- Inventories and orders supplies; ensures adequate stock is available on a daily basis.
- Operates medical laboratory computer system to enter results, produce reports and provide interpretive information as needed.
- Prepares test requisitions and tracks laboratory samples sent out of the facility to assure timely return and review of results; distributes results to providers.
- Ensures that information on the requisition matches labels and that tests are ordered accurately.
- Assures collection of appropriate billing and insurance information.

- Recognizes lab results from a specimen that must be reported immediately to a clinician (i.e. critical/panic values) and notifies provider accordingly.
- Answers all lab phone calls; faxes lab reports to outside providers and calls outside providers for orders and diagnosis.
- Complies with standards necessary for accreditation, CLIA certification and other quality review and performance improvement activities.
- Adheres to clinic, laboratory, and general safety policies and procedures, including blood borne pathogen procedures.
- Maintains a clean and safe working environment including; cleaning up after each patient, biohazard disposal and decontamination of work stations as appropriate.
- Adheres to chain of custody procedures as applicable.
- Maintains manual or computerized logs and registries as assigned.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Certified Phlebotomist.
- One year work experience in a medical lab.
- CPR Certification.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of medical terminology and instruments.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of regulatory requirements relevant to phlebotomy and specimen processing.
- Knowledge of basic medical terminology related to ordering and specifying laboratory tests.
- Knowledge of office functions, procedures, and policies.
- Knowledge of sterilization procedures.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to prepare and process laboratory samples using appropriate protocols.
- Ability to perform laboratory test and procedures including processing specimens, dipstick urinalysis, pregnancy testing, glycol-hemoglobin testing, rapid strep testing and capillary blood glucose testing.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Stand or walk for up to 6 hours per day.
- Talk, hear, sit; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.