



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Phlebotomist

LOCATION: Red Cliff Community Health Center

WAGE: \$15.00 - \$17.00 per hour/40 hours per week

SUPERVISOR: Family Practice Care Manager

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The Phlebotomist is responsible for collecting all patient specimens from clinic patients in accordance with established procedures.

DUTIES AND RESPONSIBILITIES:

1. Draws and collects specimens for patients and prepares the specimens for routine testing or packages them for referral to the reference laboratory.
2. Monitors when referral laboratory reports are sent and returned.
3. Assist with daily identification of scheduled patients whom are due for preventative and chronic care labs to ensure maximum packing of visit and all needs are addressed.
4. Follow procedures established for universal precautions and sterile techniques.
5. Clean and prepare the lab treatment room on a daily basis or more often, as necessary.
6. Utilize current computer software programs to identify patient needs.
7. Enters information into electronic health record as appropriate.
8. Adheres to all quality control requirements in laboratory.
9. Maintain an appropriate inventory of laboratory supplies, forms, patient handouts, and routine equipment.
10. Provides patient education material and information as directed.
11. Maintain strict confidentiality and safeguard the privacy of patients in common areas of the clinic.
12. Present a professional, caring image for the Health Center and its programs.
13. Maintain a cooperative relationship with other Health Center staff and employees.

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14. Demonstrate tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
15. Uses established channels of communication to express personal or work-related needs, suggestions and/or concerns.
16. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
17. Maintain a clean and safe physical environment. Alert administration and/or Health Center staff to problems and difficulties, as circumstances may warrant.
18. Advance job knowledge and skills through continuing education efforts with the approval of Health Center Administration.
19. Attend staff and other meetings, in-services, and other events as directed by supervisor.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:

1. Working knowledge of laboratory functions in a clinical setting.
2. Knowledge of Universal Precautions, MSDS, generally accepted safety practices and quality control practices for lab services. Record of medical record documentation practices related to laboratory services.
3. Personal abilities and maturity to function in a fast-paced environment, to interact positively with individuals in distress, and to deal appropriately with potential medical emergencies.
4. Demonstrates good public relations and customer service skills.
5. Proven ability to work effectively as a team member.
6. Knowledge of computer applications.
7. Ability to work independently under general administrative and medical direction.
8. Ability to prioritize tasks without compromising quality patient care or service.

QUALIFICATIONS:

1. Minimum of high school diploma, HSED or GED required.
2. A phlebotomy technician diploma or certificate of completion—or an official transcript with graduation date—from an approved program.
3. Completion of the NCCT Phlebotomy Technician Certification Critical Skill Competency form.
4. Current CPR certification or must become certified within 90 days of hire.
5. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead storage. Lift up to 50 pounds, assisting patients onto exam tables as necessary. Work requires regular and recurring periods of standing or walking.

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PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving.

WORK ENVIRONMENT: Red Cliff Community Health Center; office and clinic settings. Exposure to hazards of the health care industry. Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations. All Tribal buildings are smoke free.

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

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: July 30, 2020

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

hr@redcliff-nsn.gov

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(715)779-3700

**Ashley Poch, Human Resources Director ext. 4268 or
Diane Cooley, Human Resources Coordinator ext. 4267**

(715) 779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE - FULL-TIME EMPLOYEES

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.