



Job Title: Lab Technician
Department: Medical
Reports to: Clinical Services Administrator
FLSA Status: Full-Time
Salary Grade: \$24.29 - \$34.01
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Clinical Services Administrator, assists in providing the highest level of quality patient care to patients of the Ko-Kwel Wellness Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Draws blood and obtains other laboratory samples. Prepares samples to send out. Runs tests as directed.
2. Collects and processes all specimens according to CITCHC laboratory procedures.
3. Performs patient vital signs functions such as blood pressure readings, height and weight measurements; collects specimen samples, gives injections and vaccines, and performs EKGs.
4. Maintains quality control on laboratory machines.
5. Maintains medical clinic supplies and lab inventory in a cost-effective manner and within budget.
6. Manages Vaccines for Children (VFC) and Alert Immunization programs; maintains, stores, and orders immunizations. Reports monthly to Oregon Public Health Division and assists with VFC state inspections.
7. Follows infection control guidelines to sanitize and sterilize clinic instruments and equipment.
8. Communicates with other departments and vendors to satisfy billing questions.
9. Performs as Medical Assistant and Receptionist as necessary.
10. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. This position may involve transporting Native Americans and non-native patients and clients in the CHC vehicles, employee-owned vehicles and rental vehicles to and from a variety of CHC functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, climbing or balancing, kneeling, and occasionally requires lifting up to 25 pounds. Work is generally performed in a medical office and occasionally outdoors. Work involves exposure to hazardous materials, excessive noise, high risk/dangerous situations, and infectious disease. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.

2. Ability to operate an electronic health records system and/or electronic patient management system.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Knowledge of medications and injection procedures.
5. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
6. Knowledge of regulations on the confidentiality of medical records (HIPAA).
7. Knowledge of medical terminology.
8. Knowledge of the procedures, rules, operations, sequence of steps, documentation requirements, time requirements, functions, and workflow to process medical records, to review records for accuracy and completeness, and to keep track of processing deadlines.
9. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.
10. Ability to make decisions independently in accordance with established policy and procedures.
11. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

QUALIFICATIONS

1. High School Diploma or GED required.
2. Education and/or certification as a C.M.A., C.N.A., Phlebotomist or Lab Technician required.
3. Previous experience working in a medical office and assisting medical providers required.
4. Experience with Electronic Health Record and Electronic Patient Management required.
5. Knowledge of medical terminology required.
6. Computer experience and knowledge of Microsoft Office Suite (Word, Outlook, etc.) required.
7. Multi-line phone experience preferred.
8. Experience with patient scheduling system and electronic health record strongly preferred.
9. Phlebotomy and immunization experience required.
10. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.
11. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
12. First Aid/CPR certification required or ability to obtain within 90 days of employment.