



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Lab Assistant

**OPEN:** February 1, 2023

**EXEMPT:** No

**SALARY:**(7) \$20.07-\$22.60/hr. DOE

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** February 15, 2023

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** LTHC

**SUPERVISOR:** Lab Manager

**VACANCIES:**1

**JOB SUMMARY:** Performs routine and assigned laboratory test procedures with proper quality control, which includes hematology chemistry, urinalysis, serology services and phlebotomy services, under the supervision of a Medical Laboratory Scientist

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Performs established test procedures, providing accurate and timely results of laboratory services.
2. Consults with physicians on additional tests that may be useful or necessary to clarify problems.
3. Operates and helps maintain laboratory equipment.
4. Participates in quality control programs as required.
5. Perform phlebotomy services for in-house LTHC patients.
6. Checks function of all equipment for optimum functioning capacity: hematology machine, DCA vantage, urinalysis machine and the chemistry analyzer.
7. Maintains accession register, processes specimens and enters patient's test results into LIS.
8. Prepares any solutions and reagents necessary.
9. Assists with the proper disposal of dangerous material.
10. Maintains awareness of health, fire and disaster hazards and policies.
11. Performs all other tasks as assigned by the section head.
12. Maintains good working relationships with co-workers.

**MINIMUM QUALIFICATIONS:** (Minimum Qualifications in education and work experience)

- High School Diploma/GED/or current student.
- 6 months of Medical Science knowledge and familiarity of equipment used in a clinical laboratory, *preferred*.
- 6 months of experience working in a clinical lab working on the hematology, chemistry, and urinalysis machine, *preferred*.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:** (List of knowledge, abilities and skills)

- Must acquire HIPAA training, and comply with confidentiality regulations, willing to train within 90 days of hire.
- Knowledge of basic Medical Terminology to complete job duties.
- Ability to follow directions and instructions to perform work tasks.
- Ability to communicate with other staff and LTHC Departments effectively.
- Ability to follow Safety Procedures for work with Biohazards.
- Ability to interact and communicate with patients in a respectful and compassionate manner.
- Must maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.