



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



POSITION: Lab Technician
LOCATION: Sokaogon Chippewa Health Clinic
HOURS: Full-Time – 40 hours
SALARY: Commensurate with Education and Experience

Job Summary: *Under general supervision of the lead Lab Technician, the Lab Technician will obtain and prepare specimens and conduct testing procedures on patient samples and perform various screenings.*

Duties/Responsibilities:

- Obtains blood specimens and collects nonblood specimens such as urine, sputum, and throat swabs for laboratory testing.
- Performs screening tests and reports results.
- Ensure patients' information is accurate.
- Maintain and manage patient forms and documentation.
- Processes specimens to prepare them for laboratory testing.
- Prepares specimens for reference laboratory dispatch and testing.
- Resolves ambiguous and/or unusual test orders by contacting the physician of the order, pathologist, nursing station, or reference laboratory.
- Refers unresolved orders back to the originator for further clarification before collecting samples or processing specimens.
- Notify supervisor of unresolved orders.
- Contributes to the general laboratory functions and institutional needs.
- Attends regular department staff meetings and in-service training.
- Maintains compliance with laboratory and hospital policies and procedures, and safety practices.
- Keeps work area neat and clean and restocks daily supplies.
- Maintains laboratory equipment (cleaning, calibrating, repairing) and completes paperwork. May perform office or clerical duties when necessary (e.g., filing, billing, answering the telephone, data entry related to reporting test results).
- Perform other duties assigned.

Qualifications:

- High school diploma or equivalent **REQUIRED.**
- Phlebotomy certification **PREFERRED.**
- Knowledge of HIPPA regulations **PREFERRED.**
- Possess excellent verbal, written, computer and typing skills **PREFERRED.**
- Knowledge of and ability to manage Electronic Medical Records software **PREFERRED.**
- Must be willing to take on additional responsibilities as assigned.
- Must be trustworthy, dependable, and exhibit a professional demeanor.

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii



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Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

Posting Date: March 14, 2024

Closing Date: March 21, 2024

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