



SOKAOGON CHIPPEWA COMMUNITY

Mole Lake Band

Position:	Lab Director
Location:	Sokaogon Chippewa Health Clinic
Hours:	Full-time, 40 hours per week
Salary:	Commensurate with Education/Experience
Reports to:	Health Clinic Director

Job Summary:

The Laboratory Director is responsible for overseeing all operations of the Sokaogon Chippewa Health Clinic's laboratory to ensure accurate, timely, and quality diagnostic testing and compliance accordance with CLIA certification standards. This Laboratory Director also plays a key role in fostering culturally responsive care within the community. This position requires hands-on involvement in both technical lab functions and, when needed, direct interaction with patients to support diagnostic services and ensures patient understanding and comfort.

Duties and Responsibilities:

- Oversee all clinical laboratory functions, including test performance, quality control, staff supervision, and equipment maintenance.
- Ensure compliance with CLIA regulations and maintain current CLIA certification for the level of testing performed (moderate or high complexity).
- Prepare for and lead regulatory inspections and accreditation reviews, serving as the lab's primary liaison with regulatory agencies.
- Develop, implement, and monitor quality assurance and safety protocols in accordance with federal, state, local, and Indian Health Service (IHS) standards.
- Supervise, schedule, train, and evaluate laboratory personnel; foster professional development in alignment with clinic goals.
- Support patient care directly by performing and explaining laboratory tests when necessary, providing culturally competent and respectful service.
- Collaborate with providers and clinic staff to coordinate laboratory services and contribute to patient care plans.
- Maintain accurate records of test results, equipment logs, and incident reports; ensure compliance with privacy and confidentiality standards.
- Manage laboratory inventory, and supply requests.
- Participate in community health initiatives and assist in the development of laboratory-based public health services in support of tribal health goals.
- Stay informed on emerging trends in laboratory science and updates to IHS policies, CLIA standards, and diagnostic technologies.
- Assist with grant proposals and funding reports, particularly when lab services are part of a grant-supported initiative.
- Provide lab-related community education, such as outreach about routine screenings, disease prevention, or culturally relevant lab services.
- Maintain disaster preparedness and continuity of operations plans for laboratory functions in the event of emergencies or outages.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Perform other duties as assigned.

Qualifications (*Education, Experience, Knowledge, Skills, Abilities*):

- Bachelor's degree in Medical Technology, Clinical Laboratory Science, or related field required; Master's or Doctoral degree preferred.
- Certification as a Clinical Laboratory Scientist/Medical Technologist (e.g., ASCP, AMT) required.
- Must meet CLIA Laboratory Director requirements for the complexity of testing performed (moderate or high)
- Current state of Wisconsin licensure
- Minimum of 5 years' clinical laboratory experience, including at least 2 years in a supervisory or management capacity.
- Previous experience working with Native communities or within an IHS, tribal, or urban Indian health clinic setting strongly preferred.
- Experience with laboratory inspections, regulatory compliance, and laboratory information systems (LIS).
- Strong knowledge of CLIA regulations, laboratory standards, and safety protocols.
- Demonstrated leadership and interpersonal skills in a team-oriented, patient-focused environment.
- Ability to work directly with patients in a professional, respectful, and culturally sensitive manner.
- Excellent verbal, written, and organizational communication skills.
- Proficient in the use of LIS, EHRs, and general computer applications.

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

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: July 7, 2025

Closing Date: Until Filled