



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-0023
HEALTH & HUMAN SERVICES
NURSING
LABORATORY TECHNICIAN**

Position Title:	Laboratory Technician	Pay Level:	\$17.00 - \$19.50
Position Open Date:	12/16/2022 – Until Filled	Department:	Nursing
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Nurse Manager	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for performing clinical laboratory technician duties covering various shifts at JHHS; provides venipuncture, point-of-care testing, and quality checks of a variety of point-of-care tests.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Equivalent to graduation from High School/GED; AND one (1) year of experience as a phlebotomist.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation

BLS, PALs and ACLS certification within ninety (90) days of date of employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds;

Pueblo of Jemez – Human Resources Department

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vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Performs venipuncture in a timely manner in accordance with lab policies, appropriate methods of collection, and protocols; ensures adherence to HIPAA standards; performs point-of-care tests for patients
- Ensures proper collection, storage and handling of blood; ensures all specimens are collected and labeled in accordance with laboratory requirements and JHHS policies and procedures
- Assists in the development and implementation of unit goals, objectives, policies, procedures, and work standards; provides input in budget development
- Ensures proper care in the use and maintenance of equipment and supplies; oversees medical supply inventory and ordering
- Ensures performed venipunctures have been entered into HER in a timely manner; reviews system and accession laboratory results at shift end
- Assists in training in venipuncture, point-of-care testing, quality controls and calibration of equipment
- Identifies abnormal test results and reports to ordering provider, medical assistant or registered nurse as appropriate
- Maintains a safe working environment, restocking supplies; reports damaged or non-working equipment; maintains appropriate logs and records
- Maintains files in proper confidential manner
- Follows universal precautions to protect self/patient; ensures patient's right to privacy, safety and confidentiality is maintained
- Prepares rooms for procedures/exams; cleans rooms after procedures to prevent any spread of bacteria; maintains clinic areas in a clean and operative condition to include the maintenance of office and clinical equipment
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Phlebotomy, lab tests, and other standard procedures
- Routine sterilization and infection control procedures and practices
- Proper techniques for documentation of examination and treatment information
- Applicable laws, codes and regulations to include safety protocols
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Records management principles and practices
- Computer software utilized by the clinic
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act
- Performing duties in a safe manner
- Providing customer services in the most cost effective and efficient manner
- Performing venipuncture and specimen collection, labeling, storage and handling
- Preparing clear and concise reports, records of work and other written materials
- Using software applications related to duties
- Troubleshoot, calibrate and maintain equipment
- Using tact, discretion and prudence in dealing with customers
- Using initiative and independent judgment within established procedural guidelines

- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org