

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Lead Medical Laboratory Technician

DEPARTMENT: Quil Ceda Creek Counseling Company (QCCCC)

JOB DESCRIPTION: Serves as Medical Laboratory Technician in the clinical laboratory, performing routine STAT analyses in Chemistry, Hematology, urinalysis and CLIA waived testing. Supervises Medical Laboratory staff as defined and directed by the Clinical Laboratory Director. Under the direction of the Clinical Laboratory Director, oversee and delegate daily assignments, to Lab staff such as Daily QC, start up, and prescribed daily checklist.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Clinical Lab Director

EMPLOYEE SUPERVISES: Medical Lab Tech and Lab Medical Assistant (MA)

EDUCATION:

- High School Diploma or equivalent.
- Associate degree in Medical Technology. A different degree may be accepted if, in the sole judgement of the Clinical Lab Director said degree is equivalent.

SKILLS:

- Work effectively in a culturally diverse environment.
 - Provide accurate and responsive patient in-take, provider support, and case management.
 - Maintain confidentiality and communicate with tact and discretion.
 - Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
 - Provide excellent customer service and problem solve effectively.
 - Learn, interpret, and apply health information, tribal policies, and other written information.
 - Continually learn and utilize a variety of information systems and software.
 - Effectively lead, facilitate, and present to individuals and small and large groups.
 - Research and use information, data, and statistics to solve problems.
 - Pass pre-employment drug screening and background check(s).
 - Pass job related tests.
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EXPERIENCE:

- Minimum of three (3) years' experience as a Medical Technician, to include experience in all areas of the laboratory (chemistry, hematology, etc.) and all aspects of testing (pre-analytic, analytic, and post-analytic).
- Minimum of two (2) years' experience leading and supervising medical laboratory technicians, and phlebotomist.
- Minimum of two (2) years' experience coordinating proficiency testing.
- Demonstrated experience implementing, maintaining, and using laboratory information systems (LIS) and electronic health records (EHR).

OTHER REQUIREMENTS:

- Knowledge of Tulalip, Federal, and State laws and regulations health records maintenance and management.
- Knowledge of Principles and best practices of health records management including electronic health records information systems such as EHR, EPIC, etc.
- Working knowledge of MS Office Word, Excel, Outlook, and PowerPoint.
- Detailed working knowledge of third-party payment as it relates to laboratory services.
- Detailed working knowledge of WAMI area reference laboratories, their capabilities, and their processes for referral.
- Detailed working knowledge of the Clinical Laboratory Improvement Act (CLIA) and its application to day-to-day laboratory operations

REQUIRED LICENSES/ CERTIFICATIONS:

- Certification as Medical Lab Technician from the American Society of Clinical Pathologist (MT-ASCP) or equivalent licensure.
- Certification to perform "moderate complexity" testing as defined by the Centers for Medicare and Medicaid Services (CMS-CLIA).
- Current CPR/BLS (Basic Life Support) certification required.
- Current BBP (Bloodborne Pathogens) certification required.
- Must provide proof of COVID vaccination and immunization record.
- Must possess a valid Washington State Driver's license.
- Must complete a HIPAA certification within one week from hire date.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- The Tulalip Tribes requires different levels of pre-employment background screening for all positions. Employment is contingent upon successful passing of these background checks and drug screening.
- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Manual and finger dexterity to operate personal computer, and to accomplish routine paperwork.
- Ability to stoop and bend for routine filing duties

- Employment is contingent upon successful completion of a pre-employment background check

SPECIFIC JOB PERFORMED:

- Operates automated equipment including multi-channel analyzer.
- Performs all standardized test listed on the worksheets for Chemistry and perform all STAT.
- Procedures offered by Hematology including Hematocrit, WBC, and RBC counts, smear evaluation, platelet count.
- Recognizes the need for the QA performance of other tests than those specifically requested and seeks advice from Supervisory Technologist.
- Recognized the appropriateness of a specimen submitted for analysis and proceed on his/her own initiative to notify the ordering physician and to notify the supervisory technologist of any corrective actions.
- Performs quality control analyses and reports out of control values to the supervisory technologist and/or the Quality Control Coordinator, post all quality control values and ensures that any corrective action take is signed and dated.
- Trouble-shoots malfunctioning equipment as it occurs, recommending corrective action to the responsible personnel.
- Properly handles and labels all specimens with particular emphasis on accurate labeling and identification to ensure that no specimen mix-up shall occur.
- Notifies Clinical Lab Director of any discrepancies in specimen labeling, type of specimen for test requested, patient identification and status request.
- Notifies the Clinical Lab Director of any potential or actual shortage of necessary supplies.
- Prepares reagents and survey control material ensures that adequate supplies of reagents and test materials exist, calling attention of shortages to supervisory personnel.
- Keeps the work area clean, neat, and well organized
- Performs other duties as deemed necessary or requested.
- Ensure that all necessary remedial actions are taken and documented whenever significant deviations from the laboratory's established performance specifications are identified and that the patient test results are reported only when the system is functioning properly.
- Foster a unified culture and promotes a process for collaboration, cooperation, sharing of information and mutual teamwork.
- Regular and satisfactory attendance and punctuality.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.