

JOB VACANCY ANNOUNCEMENT

Opening Date: 12/18/2015

Position:

Clinical Laboratory Assistant

Closing Date:

Until Filled

Reports to:

Laboratory Manager

Salary/Wage:

Grade E; \$22.69 - \$24.55

Department:

Laboratory

Hours:

Monday – Friday; 8:00am-4:30pm

Location:

ASNA/SSMH

Brief Summary:

Clinical Laboratory Assistants play a crucial role in laboratory medicine because they are problem-solvers, enjoy on-the-job-action, and are the front line staff for the laboratory. Under the supervision of the Medical Technologists and Laboratory Manager, the Clinical Laboratory Assistant will be performing procedures in the following areas: Specimen processing, general phlebotomy, waived testing, and clerical duties.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

1. High school diploma or equivalent.
2. ASCP Certification as a phlebotomist or equivalent
3. Experience as a phlebotomist (Preferably One year experience).

Desired Knowledge, Skills and Abilities:

1. Basic knowledge of medical terminology.
2. Basic understanding of quality control, preventative maintenance and quality assurance requirements.
3. Positive problem solving and interpersonal skills.
4. Proficiency in Patient specimen collection following established policies and protocols.
5. Proficient oral, written, and clerical skills.
6. Ability to accurately enter data into computer system.
7. Willingness to learn and capability to perform tasks required.
8. Proactive use of time.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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