



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	Laboratory Supervisor	<b>Open Date:</b>	March 23, 2021
<b>SLT Program:</b>	Spirit Lake Health Center	<b>Close Date:</b>	Until Filled

**Position Objective: This position is responsible for management of the Spirit Lake Health Center (SLHC) Laboratory and performing chemical, microscopic, and bacteriologic tests to obtain data for use in diagnosis and treatment of diseases for the patients of SLHC. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES**

- Major Duties & Responsibilities:**
- Provides leadership and management oversight of all daily activities in the SLHC Laboratory related to budget, purchasing, personnel, administration, and performance management, ensuring safe and efficient patient care.
  - Hires, trains/precepts, assigns, schedules, directs, supervises, evaluates and disciplines assigned personnel.
  - Oversees performance of tests in fields of microbiology, chemistry, hematology, serology, and urinalysis.
  - Evaluates and modifies department's policies and procedures.
  - Establishes standards, normal values, and methods of control for each laboratory test performed.
  - Plans, designs, and directs installation of new or improved laboratory techniques.
  - Purchases or directs purchase of laboratory equipment and supplies and recommends purchase of capital equipment.
  - Calibrates, standardizes, adjusts and maintains instruments; identifies the cause of common problems and makes simple repairs.
  - Directs maintenance of inventory supply system.
  - Prepares or directs preparation of various qualitative and quantitative reports and records.
  - Designs and administers quality control program for each section.
  - Consults on work in progress and completed work to assure accuracy.
  - Directs the proper storage of hazardous materials and the laboratory safety program.
  - Selects, performs, evaluates and monitors the performance of non-routine and specialized test procedures using manual and/or instrumental techniques in accordance with established protocols.
  - Recognizes and reacts to indicators of malfunction; locates and implements corrections.
  - Obtains analytical data, converts it to prescribed units for reporting. And correlates data to verify results.
  - Coordinates and conducts education and training programs for medical technology students and Laboratory employees.

- Maintain effective, collaborative interdepartmental and external relations.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

**Knowledge Required at a level appropriate for this position:**

- Knowledge of federal, state, local, and accrediting agency regulations affecting areas of responsibility.
- Knowledge of medical technology principles, concepts and methodology.
- Knowledge of mathematical and statistical processes sufficient to calculate and convert analytical data.
- Knowledge and skill sufficient to use and maintain complicated laboratory equipment and instruments.
- Knowledge and ability necessary to provide care appropriate to the age of patients served.
- Knowledge of infection control standards and protocols.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Knowledge of management principles and practices; budget preparation and accounting; and organizational human resource policy and practice.
- Ability to identify, categorize, and perform clinical services to address each patient's age-specific needs, i.e., infant, adolescent, or geriatric patients.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skill in employee management and supervision.
- Skill in dealing with the public.
- Skill in oral and written communication.
- Skill in process improvement and performance management.
- Skill in problem solving, mediating and resolving disputes.
- Skilled in critical thinking, deductive reasoning and decision making.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral communication.
- Skill in the provision of customer service.
- Skill in use of job related equipment and tools.
- Skill in use of personal computer and a variety of job related software applications.

**Supervisory Controls**

The supervisor assigns work in terms of goals, objectives, and available resources. Work is reviewed

through conferences, reports, and observation of laboratory operations.

### **Guidelines**

Guidelines include state and federal laws, medico-legal and accrediting agency regulations, Spirit Lake Tribe and SLHC policies and procedures. These guidelines require judgment, selection and interpretation in application. This position assists with the development of departmental and health service policies and guidelines.

### **Complexity/Scope of Work**

This position consists of clinical and varied administrative, managerial and supervisory duties. The varied scope of responsibility and continuous changes healthcare and treatment options contributes to the complexity of the work.

The purpose of this position is to deliver the highest quality laboratory services to SLHC patients. Successful performance helps ensure the overall effective and efficient operation of the Laboratory and SLHC resulting in improved patient outcomes.

### **Contacts**

Contacts are typically with clinical providers, patients, department directors, employees, vendors, and the general public.

Contacts are typically to exchanging and provide factual medical information, provide patient care, resolve problems, and provide assistance.

### **Physical Demands/Work Environment**

The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures. The work environment is usually noisy.

While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, or crouch. The employee must regularly lift and/or move light objects, and occasional lift heavier objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Supervisory and Management Responsibility**

Manages the employees within the SLHC Laboratory. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with applicable personnel system policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Minimum Qualifications:**

- Bachelor's Degree in Medical Technology, Clinical Laboratory Science, or Medical Laboratory Science and two (2) years' experience as a medical technologist and one year of supervisory experience.
- Valid certification by a recognized certifying agency (ASCP, AMT).
- Valid licensure as a Clinical Laboratory Scientist (CLS/MT/MLT) by the North Dakota Board of Clinical Laboratory Practice recommended but not required as facility is exempt.
- Current BLS certification.

- Must possess and maintain a current, active and unrestricted ND Driver's license through course of employment, insurable under SLT driving policy.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

<b>Job Location:</b>	Spirit Lake Health Center	<b>Company Industry:</b>	Spirit Lake Health Center
<b>Job Role:</b>	Lab Supervisor		
<b>Employment Status:</b>	Full- time position	<b>Supervision</b>	SLHC Director of Allied Health
<b>Salary Range:</b>	DOQ	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	1	<b>Other:</b>	

**More detailed job description can be picked up in the Human Resource Department for this opening.**

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Tribe Human Resource Department	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> <a href="mailto:ornormar@spiritlakenation.com">or normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college graduation/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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