



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Medical Technologist/Laboratory Technician

Open Date:

October 4, 2018

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

Major Duties & Responsibilities/Essential Functions

- Performs tests in the fields of microbiology, chemistry, hematology, serology, and urinalysis.
- Conducts analyses of body fluids and/or tissue to determine presence of normal and abnormal components.
- Prepares reagents and primary reference materials.
- 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 malfunctions; locates and implements corrections.
- Obtains analytical data (e.g., color and points, digital read outs, tracing patterns, agglutinations); converts to proper units for reporting; and correlates data to verify results.
- Writes laboratory reports and provides to appropriate individuals.
- Performs manual differentials.
- Analyzes test results and enters findings in computer.
- Engages in medical research under direction of Medical Technologist Supervisor.
- Performs routine preventative maintenance on assigned instruments and equipment according to established schedule and procedure.
- Verifies instrument functioning by checking and calibrating specific lab instruments and documents data.
- Records on instrument logs any repairs, replacement, and maintenance needed of equipment; identifies the cause of common problems and makes simple repairs.
- Conducts quality control procedures on equipment, reagents and products. Maintains proper records for quality controls reports.
- Evaluates and recommends new tests.
- May instruct other laboratory scientists, medical technicians, nurses and others in techniques, equipment use, test slip requirement, etc.
- Trains and supervises students.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Qualifications, Experience and education required:

- 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.
- Ability to identify, categorize, and perform clinical services to address each patient's age-specific needs, i.e., infant, adolescent, or geriatric patients.
- Skill in oral and written 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 very general instructions. Work is reviewed through observation of patient outcomes.

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.

Complexity/Scope of work

This position consists of clinical duties. 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, employees, vendors, and the general public. Contacts are typically to exchanging and provide factual medical information, provide patient care, 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

This is a non-supervisory position that may provide functional guidance and direction to other employees.

Minimum Qualifications

- Bachelor’s Degree in Medical Technology, Clinical Laboratory Science, or Medical Laboratory Science. An Associate’s Degree in a Medical Laboratory Technician Program may be considered.
- 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.
- 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.

Job Role:	Medical Technologist/ Medical Laboratory Technician	Company Industry:	Spirit Lake Tribe
		Closing Date:	November 9, 2018
Employment Status:	Full- time	Supervision	Department Supervisor
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	hrgen@spiritlakenation.com or hrrspecialist@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/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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