

**PUYALLUP TRIBAL HEALTH AUTHORITY  
JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	Medical Lab Technician	<b>REPORTS TO:</b>	Medical Lab Supervisor
<b>TEAM:</b>	Health Services	<b>DEPT:</b>	Medical Lab
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	5
<b>OPEN DATE:</b>	April 2, 2009	<b>CLOSE DATE:</b>	Open Until Filled

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**GENERAL FUNCTION:** Provide medical laboratory testing and analysis services utilizing professional journey level laboratory techniques.

**ESSENTIAL JOB FUNCTIONS:**

- Perform full range of tasks required to process and analyze medical laboratory tests in the areas of hematology, chemistry, serology, urinalysis, and micro.
  - Maintain accurate records of test processing and findings as required by professional and contract guidelines.
  - Perform proper cleaning and disinfecting procedures.
  - Maintain accurate and appropriate samples, cultures, and techniques to assure the highest level of quality control in testing.
  - Obtain required samples directly from patients when necessary.
  - Consult with Physicians and other medical professionals when necessary.
  - Order materials and supplies as needed.
  - May train and coach Medical Lab students and interns.
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**MINIMUM REQUIREMENTS (EDUCATION AND EXPERIENCE):** Must have high school diploma or GED. Graduate of a certified Medical Lab Technician (MLT) program. Must have MLT certification or obtain certification within one year of hire. Minimum six months of medical lab experience.

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**KNOWLEDGE, SKILLS, AND ABILITIES:** Sensitivity to and knowledge of Indian customs, traditions, and culture. Knowledge of current medical lab processes and techniques. Knowledge of all machines, equipment, and instruments used in the normal course of medical lab work. In-depth knowledge of medical lab materials and skill in using them. Knowledge of general office procedures. Able to read and comprehend medical terminology and instructions. Able to effectively train and coach interns. Knowledge of phlebotomy procedures and techniques. Skilled at drawing blood. Knowledge of lab quality control processes.

**AGE SPECIFIC RESPONSIBILITIES:** Must be able to demonstrate knowledge, skill and ability necessary to provide care to specific age groups served in his/her assigned area.

**INFECTION CONTROL RESPONSIBILITIES:** Use established procedures for exposure to blood borne pathogens and body fluids. Follow facility policies and attend in-services as appropriate.

**SAFETY RESPONSIBILITIES:** Use established laboratory safety procedures. Follow facility policies and attend in-services as appropriate.

**ROLES IN THE HAZARDOUS MATERIAL PROGRAM:** Use established procedures for handling and disposing of infectious materials. Follow facility policies and attend in-services as appropriate.

**ACTIVITIES UNIQUE TO THE WORK SETTING OF THIS POSITION:** Work is performed on a Native American Indian Reservation in an urban environment.

**SUPERVISORY RESPONSIBILITIES:** None.

**MACHINES, TOOLS, EQUIPMENT, AND/OR OFFICE MACHINERY UTILIZED:** Standard medical lab equipment and. Routine office equipment including computer.

**WORKING CONDITIONS:** Work is performed indoors in a laboratory setting.

**PHYSICAL REQUIREMENTS:** Able to lift 30 lbs. Extended periods of sitting and standing. Frequent bending and reaching. Manual dexterity to work with small instruments and materials. Requires good visual acuity and normal color perception.

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**To Apply:** A PTHA employment application is required (resume optional). Please submit completed applications to the Human Resource Department prior to the closing date. **Indian hiring preference by law.**

Phone (253) 593-0232 x516 Fax (253) 593-3479

Email: [hr@eptha.com](mailto:hr@eptha.com) Website: [www.eptha.com](http://www.eptha.com)

PTHA-Human Resource Department  
Kwawatchee Counseling Center, Bldg#4  
2209 E 32<sup>nd</sup> St Tacoma, WA 98404

**PTHA IS AN ALCOHOL/DRUG FREE WORKPLACE AND SMOKE-FREE ENVIRONMENT**