

**MAKAH TRIBE  
POSITION DESCRIPTION**

**Job Title: Lab Assistant**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS-T7</b>
<b>SALARY: \$16.40 to \$19.29/DOQ</b>	<b>SHIFT: 8 AM – 5 PM flex</b>
<b>PROGRAM: Clinic</b>	<b>LOCATION: Clinic</b>
<b>REPORTS TO: Medical Technologist</b>	

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**SUMMARY:** Serves as an assistant for the Lab/X-ray department in the clinical laboratory of the Sophie Trettevick Indian Health Center at Neah Bay, Washington, with responsibilities for planning and carrying out a diagnostic-testing program providing microbiology, hematology, chemistry, urinalysis, serology, and parasitology services. The MA-Phlebotomist provides basic radiology services as well as consultation with medical clinic staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

As ordered by providers performs/monitors routine and specialized tests.

Ensuring the proper paperwork is completed in order to maximize third party revenue.

Follows the established specimen collection and preparation procedures.

Performs x-rays as ordered.

Assist the Medical Technologist with conducting quality control procedures on equipment, reagents, and products by designing and implementing instrument, reagent, and product check systems. Responds to external proficiency testing programs.

Ensures that policies and procedures as well as safety practices are effectively followed.

Participates in providing health instruction to clinic patients, family members, and community groups and necessary allied health staff.

Backfill in nursing as directed.

Monitor and track mandatory required training.

## **EDUCATION and/or EXPERIENCE**

Applicants must submit proof of one of the following medical assistant-phlebotomist training programs in order to qualify for the higher pay scale:

Submit transcripts showing successful completion of a phlebotomy training program through a post-secondary school or college accredited by a regional or national accrediting organization recognized by the U.S. Department of Education; or

Have your phlebotomy training program's supervising health care practitioner attest that you have successfully completed a phlebotomy training program as outlined under WAC [246-827-0400\(2\)](#). The attesting health care practitioner, defined under RCW [18.360.010\(4\)](#), must hold a current Washington state license or be willing and able to obtain within 90 days of hire for continued employment.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Hold and maintain throughout employment, a valid unrestricted WA State Medical Assistant-Phlebotomist Certification. An out of State license will suffice with the ability to obtain a WA license within 90 days of hire.

Must be willing and able to obtain and maintain x-ray technician certification or registration within 18 months of hire.

Must have or be willing to obtain and maintain First Aid/CPR within 90 days of hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

## **OTHER SKILLS AND ABILITIES**

Must have professional knowledge of medical technology concepts, principles, and practices sufficient to develop and implement the STIHC laboratory program.

Must have knowledge of quality control procedures, workload reporting, and proficiency testing to assure the reliability of data and measure laboratory and radiology productivity.

Must have skill in evaluating new tests and instruments and modifying and adapting standard methods and procedures consistent with a small lab approach and the special needs of radiology.

Must have knowledge and skills to operate a computer for electronic health records.

Ability to greet patients in a courteous and professional manner and respond to patients with empathy and positive interpersonal skills.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

## **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete annually a system questionnaire and must report any relevant symptoms promptly.

**Special Consideration:** If you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions. Work in the ambulatory health care setting requires considerable walking between examination and treatments rooms, bending and lifting of patients in and out of wheel chairs and on/off carriers often exceeds 50 pounds. Ability to cope with constant changes in stress laden environment.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

**ACKNOWLEDGEMENT:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCESS:**

**Submit a Tribal Application for this position with supporting documentation to:**

**Makah Tribal Council  
Human Resources  
P.O. Box 115  
71 Makah Bay Drive  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)**

OPEN: October 8, 2019  
CLOSE: October 21, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.**

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.