



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Laboratory Technician

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Laboratory Technician**
Supervisor: Chief Medical Officer
Location: Health Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Laboratory Technician provides laboratory and clinical support services to patients of the Quileute Health Center. This position is responsible for collecting and processing specimens, performing point-of-care and waived laboratory testing, maintaining accurate documentation, and supporting providers and clinical staff in delivering safe, culturally respectful, and high-quality patient care.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Perform patient identification, specimen collection, labeling, handling, processing, and storage according to established procedures
- Perform waived and point-of-care laboratory testing, as authorized and trained, including but not limited to urine testing, pregnancy testing, glucose testing, rapid infectious disease testing, and other clinic-based tests
- Prepare laboratory specimens for shipment to reference laboratories and ensure appropriate documentation and packaging
- Follow all applicable laboratory policies, quality-control procedures, infection-control standards, and safety requirements
- Maintain accurate laboratory and patient records while protecting patient confidentiality
- Perform routine quality-control activities and report testing discrepancies or abnormal results according to established protocols
- Assist medical providers and nursing staff with clinical procedures and patient care as assigned
- Obtain and document vital signs, medical histories, and other clinical information within the scope of license and applicable regulations
- Maintain a clean, organized, and properly stocked laboratory and clinical areas
- Monitor laboratory supplies and notify appropriate personnel when supplies need to be reordered
- Properly operate, clean, and maintain laboratory and medical equipment
- Communicate with outside/reference laboratories regarding specimens, results, and testing requirements as needed
- Assist with electronic health record documentation and other administrative duties related to laboratory and clinical services
- Provide respectful, patient-centered care that recognizes the cultural values, traditions, and needs of the Tribal community

- Maintain compliance with HIPAA, OSHA, CLIA, Tribal Health Center policies, and other applicable regulations
- Participate in staff meetings, training, competency assessments, quality-improvement activities, and continuing education
- Other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Basic computer and electronic health records skills
- Strong communication, organizational, and interpersonal skills
- Requires effective communication and teamwork within a multidisciplinary health care environment.
- Ability to work respectfully and effectively with patients from diverse backgrounds and within the Tribal health care environment
- Ability to perform specimen collection and point-of-care testing in accordance with training, competency, and applicable regulations
- Ability to maintain patient confidentiality and handle sensitive health information appropriately
- Knowledge of basic medical terminology, specimen collection, and clinical procedures
- Ability to follow written protocols and laboratory procedures accurately
- Strong attention to detail and ability to identify specimens or testing errors
- Ability to maintain accurate records and documentation
- Ability to maintain a clean, organized, and safe laboratory and clinical work area.
- Ability to communicate effectively with patients and health care professionals
- Ability to maintain confidentiality and demonstrate professional judgment
- Ability to work independently while functioning effectively as part of a multidisciplinary team

WORK ENVIRONMENT:

- Work is performed primarily in a Tribal Health Center laboratory and clinical setting.
- Regular interaction with patients, providers, nurses, medical assistants, laboratory staff, and other health care personnel.
- May be exposed to blood, bodily fluids, infectious materials, sharps, chemicals, and other potentially hazardous substances.
- Requires consistent use of appropriate personal protective equipment (PPE) and infection-control practices.
- Requires prolonged periods of standing, walking, sitting, and performing laboratory or clinical tasks.
- May require handling and transporting biological specimens in accordance with established safety procedures.

- May occasionally participate in community health events, outreach activities, or other Tribal Health programs.

PHYSICAL DEMANDS:

- Ability to stand, walk, sit, bend, and reach for extended periods.
- Requires fine motor skills and hand coordination for laboratory and clinical tasks.
- Ability to lift and carry supplies and equipment up to 50lbs as needed.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Required Qualifications:

- High School Diploma or equivalent
- Medical Assistant Certification (MA-C or MA-R with MA-P)
- Current CPR/BLS certification or ability to obtain within 90 days of hire

Minimum/Preferred Qualifications:

- Previous experience in tribal health, rural, community health or federally qualified health center
- Phlebotomy training or experience
- Experience with CLIA-waived testing and laboratory quality-control procedures

GENEROUS BENEFITS PACKAGE:

- Employer subsidized medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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