



PHLEBOTOMIST AND LAB ASSISTANT

Job Requisition #20-0122

Location: **GoodHealth**

Application Deadline: **Until Filled**

Hours Per Week: **40**

Status: **FT (1.0 FTE)**

Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties

Direct Patient Care Duties:

- Performs laboratory functions such as venipuncture, capillary blood collection

Testing and Specimen Processing Duties:

- Performs waived laboratory tests as ordered and permitted
- Processes specimens for in-house laboratory testing
- Processes and sends out specimens to hospital and reference laboratories per procedure
- Logs and tracks patient specimens, and resolves tracking issues with the hospital and reference laboratory
- Performs routine quality control testing and reporting to meet regulatory guidelines

Training and Other Duties:

- Assists in the training of staff in venipuncture and capillary blood collection
- Inventories laboratory supplies, disposes of hazardous waste materials per OSHA and CLIA guidelines
- Monitors laboratory systems, information and workflow to ensure compliance and efficiency and makes recommendations for improvement
- Follows all health and safety rules and alerts management to any problems, concerns or issues that are relevant to the safe and accurate operation of the laboratory
- Maintains and cleans Laboratory equipment and work area on an ongoing basis
- Maintains strict confidentiality

Basic Qualifications

- High School Diploma or Equivalent
- Two years' experience in specimen processing
- One year of Phlebotomy experience on patients of all ages
- Experience with laboratory computer applications

Knowledge, Skills and Ability

- Demonstrated phlebotomy skills on patients of all ages
- Demonstrated skill on a range of specimen processing functions
- Knowledge of clinical laboratory specimens, infection control practices, medical terminology, and safety requirements
- Ability to learn new procedures, anticipate and react calmly to emergency situations, and to identify and resolve problems

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.
Learn More! See our Website at www.chcb.org/careers/positions-available