



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

### **VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>May 10, 2024</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>May 24, 2024</b>
<b>POSITION TITLE:</b>	<b>Phlebotomist</b>
<b>SUPERVISES:</b>	<b>No</b>
<b>STARTING SALARY:</b>	<b>\$22.54 - \$28.17 - Depending on Experience</b>
<b>GRADE:</b>	<b>11</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package <i>*See below</i></b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>Yes, This position works with and around our children and youth and is therefore subject to P.L. 101-630.</b>

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The Phlebotomist will provide a clean, organized, and courteous environment for patients to obtain laboratory services, answering patients' questions regarding collection techniques and laboratory services. The Phlebotomist will obtain and prepare specimens for analysis and perform various point of care screening tests. Phlebotomist will document accurately in the electronic health record and maintain lab accession, lab results, and electronic health record interfacing to ensure accuracy.

### **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Maintains a safe, secure, and healthy workspace by following standards and procedures, complying with laboratory policies and procedures, and safety practices.
- Obtains blood specimens and collects nonblood specimens such as urine, sputum, and throat swabs for laboratory testing.
- Performs screening tests and reports results.
- Processes specimens to prepare them for laboratory testing. Prepares specimens for

reference laboratory dispatch and testing. Resolves ambiguous and/or unusual test orders by contacting the physician of the order, pathologist, nursing station, or reference laboratory. Refers unresolved orders back to the originator for further clarification before collecting samples or processing specimens. Makes the supervisor aware of unresolved orders.

- Ensures all sent out lab results are uploaded to the Electronic Health Records in a timely manner.
- Keeps lab work area organized, clean, and restocks daily all supplies.
- Orders supplies from current laboratory vendors to ensure adequate stock.
- Contributes to the general laboratory functions and departmental needs, including but not limited to working with nursing staff to obtaining vital signs, room patients, and support medical staff.
- Attends regular department staff meetings and in-service training.

**KNOWLEDGE SKILLS AND ABILITIES:**

- A. Strong interpersonal and communication skills.
- B. Knowledge of proper handling techniques, disposal policies, medical terminology, including ICD 10 Codes.
- C. Strong attention to detail, organizational skills, and good handwriting skills.
- D. General computer skills.
- E. Knowledge of electronic health records.
- F. Ability to work prolonged periods of sitting at a desk and working on a computer.
- G. Ability to move or lift 30 to 40 pounds of stock supplies.
- H. Skill in moving or supporting patients.

**MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

## **ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

6. Phlebotomy certificate required.
7. One hundred (100) hours or more experience in blood collection.
8. Previous experience in a Healthcare facility required.
9. BLS Certification within 6 months of hire.

## **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough, uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

**2. WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratories, and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

## **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

## **PREFERENCE POLICY:**

- |                             |   |
|-----------------------------|---|
| 1 <sup>st</sup> Preference: | Enrolled member of a Federally Recognized Tribe.                        |
| 2 <sup>nd</sup> Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 <sup>rd</sup> Preference: | All other applicants.   |

## **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [ramador@sir-nsn.gov](mailto:ramador@sir-nsn.gov) or faxed to [530-251-1895](tel:530-251-1895) or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.