

Position: Laboratory/X-Ray Assistant I
Department: Black Hawk Health Center, Clinic Laboratory/X-Ray
Supervisor: Laboratory Manager M.L.T (A.S.C.P.)
Radiology Manager RT (R) ARRT
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

The purpose of this position is to provide laboratory and x-ray services in an ambulatory health clinic.

Duties and Responsibilities:

- Performs phlebotomy procedures and prepares specimens for in house and/or reference laboratory testing.
- Performs laboratory testing and routine radiographic examinations.
- Responsible for operating and performing routine maintenance on instruments in the laboratory and radiology departments.
- Responsible for keeping the laboratory and radiology areas clean and supplies stocked.
- Participates in appropriate meetings and on appropriate committees.
- Performs other appropriate duties as assigned.

Knowledge, Skills, and Abilities:

Will possess knowledge, skills and abilities in the following areas:

- Phlebotomy knowledge, skills and abilities in the following areas:
- Anatomy and physiology including location and function of various organs and skeletal systems.
- Medical terminology.
- Must be able to operate standard computer software.

Qualifications:

- Prefer Medical Laboratory Technician, Medical Laboratory Technology-Medical Assistant or Registered Phlebotomy Technician with x-ray experience.
- A High School Diploma or equivalent is required.
- 2 Years experience in lab is required.
- 2 Years x-ray experience is preferred or must be willing to train in x-ray.

Guidelines:

Operates within the guidelines of the Sac and Fox Nation's Policies and Procedures and the Black Hawk Health Center's Policies and Procedures and Indian Health Service guidelines, correspondence and regulations. Must successfully pass an OSBI/National Background check.

Complexity:

The manner in which the incumbent organizes his/her work and takes care of the functions of the laboratory/x-ray departments for which he/she is responsible, affects the work of the clinical staff.

Incumbent must use ingenuity in resolving problems as they occur in the delivery of services. Must be able to maintain an effective working relationship with employees, supervisors, tribal officials and visitors to the facility

Personal Contacts:

The purpose of contacts is to provide laboratory and/or x-ray service to patients to aid in elevating the health status of the patients to the highest level possible.

Physical Demands:

Work is in an ambulatory health care setting and requires considerable walking, sitting, and moving about the work unit. Work requires regular and recurring bending, stooping, lifting and stretching. Work will require the movement and assisting of patients on and off the exam table, to include patient lifting.

Work Environment:

Work is performed in a well-lighted, well-ventilated clinical laboratory and/or x-ray department. There is a common exposure to infectious and communicable diseases, potentially hazardous chemicals and bio-hazardous waste. The work may include a certain amount of exposure to hostile and/or emotionally disturbed patients, families and visitors. Radiation Safety guidelines are a priority for our patients and the employee. A radiation monitoring device will be worn, by the employee, during all x-ray procedures. Incumbent must be aware of all risks involved and be willing to take precautions as requested and required.

Public Relations:

Important attributes of any employee of the Sac and Fox Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well informed about the facility, pleasant, courteous and cooperative and to act in a manner to command respect of co-workers and other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the facility.

Printed Employee Signature

Employee Signature Date

Supervisor Signature (Laboratory) Date

Supervisor Signature (Radiology) Date