

**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**LVDHC HUMAN RESOURCES**

*P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969*

*Phone: 906-358-4587 Fax: 906-358-4118*



**JOB VACANCY**

**POSTED: 9/13/2022 UNTIL FILLED**

**POSITION:** Phlebotomist

**LOCATION:** LVD Health Center, Watersmeet, MI

**SUPERVISOR:** Lab Manager

**EMPLOYMENT:** Full Time - Non-Exempt

**SALARY/PAY RATE:** \$ 15.91 – 20.60 Per Hour

**Eligible for up to a 3% Retention Bonus Annually  
after one year of service.**

**DESCRIPTION:**

A Phlebotomist is responsible for using their medical knowledge to take blood samples from patients under the supervision of the Lab Manager.

**RESPONSIBILITIES:**

- Maintains confidentiality of all clinic business, including patient laboratory results.
- Organizing work by matching computer orders with proper tube(s) needed for test(s).
- Obtain specimens from properly identified source that are then properly labelled and logged.
- Prepares patients before drawing blood both in the lab and when indicated, at the patient's location in the clinic.
- Explains blood draw procedures to patients and answers any questions about the process.
- Performs the loading and unloading of lab specimens from automated and non-automated instrumentation, as well as perform various waived testing
- Follows all health and safety protocols and procedures to maintain sanitary work area.
- Gathers medical testing materials, including needles, sample vials, blood storage bags and test tubes.
- Verifies patient information and labeling of blood samples properly.

- Verifies patient information in the LVDHC database.
- Responsible for assisting Lab Manager in organizing and testing lab samples.
- Works with Lab Manager following their directions at all times.

**MINIMUM QUALIFICATIONS:**

- Professional certification in phlebotomy from a recognized program.
- Ability to successfully draw blood from patients with minimal or no complications.
- Detail orientated and committed to ensuring patient confidentiality.
- Excellent motor skills and the ability to stand for long periods of time.
- Advanced written and verbal communication skills.
- Data entry and computer skills, strong attention to detail.
- CPR Certification
- Previous experience with Electronic Medical Record, a plus.
- Interest and desire to work with a Native American Community.

**HAZARDS:**

Potential for daily exposure to blood and bodily fluids, communicable diseases, and chemicals.

**Preference will be given to qualified individuals of American Indian descent.**

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Lac Vieux Desert Health Center Mission Statement:** The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

**Date Approved by the Tribal Council:**

**LVD Health Center  
Human Resources Department  
P.O. Box 9, N5241 US 45  
Watersmeet, MI 49969  
Email: [cholt@lvdhealthcenter.com](mailto:cholt@lvdhealthcenter.com)  
Website: <http://www.lvdhealthcenter.com>  
Phone: 906-358-4587 Ext. 6102  
Fax: 906-358-4118**