



**POSITION:** **Phlebotomist**  
**DEPARTMENT:** Medical Unit  
**STATUS:** Full-Time, Non-Exempt

**POSITION SUMMARY:** Under the direction of the Medical Unit Manager, the Phlebotomist takes blood samples from patients and adequately labels them with their information. They conduct a wide range of tests to identify underlying conditions to assist Providers with diagnosis and patient care. The Phlebotomist offers assistance to the providers for necessary patient care services within the scope of the clinic.

#### **Essential Duties and Responsibilities:**

1. Greets all patients in a professional and friendly manner.
2. Identifying patients via ID, medical record or other means
3. Drawing blood using needles and other equipment
4. Labeling samples correctly and send them for testing
5. decipher the best method for drawing blood depending on the specific patient
6. expect to work with a large number of patients varying in age and health status
7. Completes necessary document accurately for all lab work.
8. Completes & enters data into patient's records and submits all forms in a timely manner.
9. practice infection control standards at all times when working with patients and equipment
10. Maintains medical unit supplies in laboratory and exam rooms.
11. Attends and participates in meetings as required.
12. Other duties as assigned.

#### **Education and Qualifications**

- High School Diploma or equivalent
- Certification in CPR
- Phlebotomy Certification
- Minimum one year of Phlebotomy experience
- Experience with effective puncture techniques
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.

- Ability to work independently and a self-starter with minimal supervision
- Excellent oral and written communication skills
- Excellent organizational skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual required

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.