



Phlebotomist

Full Time, Non-exempt Position

MISSION

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

ASSIGNMENT SUMMARY

The Phlebotomist assumes a vital role in the clinic's healthcare framework, specializing in laboratory services and supporting physicians and medical staff. This role is primarily dedicated to phlebotomy and laboratory tasks, ensuring the precise collection and processing of vital specimens while maintaining infection control protocols. The Phlebotomist's mission is to uphold the highest standards of accuracy and efficiency within the laboratory, and will report directly to the LVN Clinic Manager. This is a full-time, non-exempt, hourly position.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Minimum of 2 years of relevant experience, with a strong emphasis on phlebotomy and laboratory procedures.
- Phlebotomy Certification.
- Current BLS certification.
- Proficiency in infection control protocols and practices.
- Detail-oriented with a commitment to precision in specimen collection and handling.
- Understanding of privacy regulations and compliance, including HIPAA.
- Strong communication skills, both written and verbal.
- Proficient in the use of laboratory equipment and tools.
- Knowledge of medical terminology related to phlebotomy and laboratory functions.
- Experience in a Community Clinic (FQHC) considered a plus.
- Bilingual proficiency in our service languages (English/Spanish, English/Thai, English/Korean, English/Bengali) is highly desirable.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Execute blood draws and specimen collections with precision, adhering to established protocols and maintaining aseptic techniques to ensure sample integrity.
- Implement and uphold rigorous infection control measures to safeguard patients and staff during specimen collection, storage, and transportation.
- Monitor and manage the inventory of phlebotomy supplies and equipment, ensuring their availability for daily operations.
- Maintain and troubleshoot phlebotomy equipment, including but not limited to,

needles, vacutainers, and specimen containers.

- Interact with patients in a courteous, compassionate, and empathetic manner, addressing their concerns and maintaining patient comfort during the phlebotomy process.
- Accurately label, document, and prepare collected specimens for laboratory analysis, complying with established procedures and ensuring proper transportation.
- Complete essential medical documentation related to phlebotomy activities, including accessioning, labeling, and verifying patient information.
- Participate in quality control and quality assurance activities to guarantee accurate specimen collection and handling.
- Stay informed about advances in phlebotomy techniques and laboratory procedures through continuous education and professional development.
- Other duties as assigned.

Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Please note that this job description is subject to change to meet the needs of Kheir Clinic.