



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION DESCRIPTION

POSITION: Fill In Laboratory Technician **POSTING DATE:** 6-21-22

LOCATION: S/M Health Center
SALARY: \$ Negotiable

CLOSING DATE: Until Filled
PAY GRADE: 5

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: Reports to the Medical Technologist Supervisor.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

DUTIES:

1. Assume the role of bench Technician.
 - a. Maintain an in-depth knowledge of equipment and methods by routinely performing procedures.
 - b. Operate and do maintenance of instrumentation and manual test methods.
 - c. Optimize workflow to minimize test result turnaround time and produce results in a timely manner. Maintain an environment that seeks continued improvement.
 - d. Resolve problems related to specimens and laboratory services. Utilize appropriate resources for problem resolution.
2. Provide clear and timely communications.
 - a. Provide timely, courteous, and informative communications to all Health Center departments.
 - b. Ensure proper critical value notification and result reporting.
 - c. Maintain confidentiality of patient information at all times.



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3. Analyze human body fluids.
 - a. Perform phlebotomy.
 - b. Receive or obtain, properly identify, and solve problems related to specimens as they are processed.
 - c. Perform accurate analysis in a timely fashion with result data reported within laboratory's defined criteria for quality.
4. Participate in educational and professional development.
 - a. Demonstrate a continued interest in self-improvement by attendance of programs related to lab medicine/management.
5. Maintain accurate and timely records.
 - a. Record proper documentation in all appropriate log books: QC, problem resolution, maintenance logs, and procedure logs as required.
 - b. Complete technical proficiency and competency periodically through State Lab proficiency program.
 - c. Prepare written reports of test results.
6. Promote and contribute to safety.
 - a. Responsible for personal safety as well as the safety of other individuals.
 - b. Knowledge of Health Center safety policies is maintained and demonstrated as needed.
7. Must maintain an acceptable departmental attendance record.
8. Must be reliable and prompt when reporting to work.
9. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
10. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
11. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
12. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.



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QUALIFICATIONS:

1. Must have Bachelor's Degree or Associate's Degree in Medical Lab Technology.
2. Must have certification by a nationally recognized certifying agency.
3. Must possess high degree of oral and written communication skills.
4. Must have strong organizational skills.
5. Must have ability to work well with others.
6. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
7. Must be willing to attend all applicable training.
8. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
9. Must be eligible for coverage under the employer's liability insurance.
10. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
11. Must be able to meet physical requirements of position.
12. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
Stockbridge-Munsee Community
W12635 Cty A
P.O. Box 70
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.



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Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Exec Dir of HR Approved: 4-18-14