

Phlebotomist/Laboratory Assistant Job Description

Reports to: Lab Supervisor

Shift: 6 a.m. to 4:30 p.m. or until finish

Rotating four 10 hour days one week and three 10 hour days the 2nd week + Saturday morning

Summary:

The primary purpose of a Phlebotomist/Laboratory Assistant is to perform venipunctures and capillary sticks competently and expediently, have thorough knowledge of test requirements, perform clerical duties, perform waived or moderately complex tests, and to assist the Medical Technologist in patient testing and reporting; as defined by Antelope Memorial Hospital policy and procedure manuals, safety manual, and in accordance with current applicable federal, state, and local standards, guidelines and regulations, and as directed by the Laboratory Manager or Medical Technologist, to assure that the highest degree of quality care can be maintained at all times.

Qualifications:

- Education
 - High School graduate or equivalent, preferred, but not required.
- Skills
 - Experience within a laboratory department, preferred.
 - Possess integrity and initiative.
 - Basic computer knowledge, preferred. Proficient in keyboarding.
- Abilities
 - Work well with personnel, patients, visitors, and the general public.
 - Prioritize work demands with little supervision.
 - Communicate effectively.

To be considered for this position, print and complete the Application for Employment located at <http://www.amhne.org/Jobs.html> or contact Susan Finochiaro, hr@amhne.org, Human Resources, Antelope Memorial Hospital, 102 W 9th St., Neligh NE 68756, 402-887-4151 for an application.

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