

JOB VACANCY ANNOUNCEMENT

Opening Date: December 28, 2020

Position:

Medical Technician / Medical Technologist

Salary/Wage: Grade 12; \$33.37 - \$36.85/HR and up DOE (MLT)

Grade 14; \$36.79 - \$40.62/HR and up DOE (MLS)

Hours: Monday-Friday; Varies based on schedule

Closing Date: Open Until Filled

Reports to: Laboratory Manager

Department: Laboratory

Location: ASNA

Arctic Slope Native Association, exercises Native preference in hiring and training (PL 93-638)

Brief Summary:

Perform routine tests in medical laboratory to provide data for use in diagnosis and treatment of disease.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions

- Conduct quantitative and qualitative clinical chemical analysis of body fluids such as blood, urine, and spinal fluid
- Analyze blood samples for transfusion and hematological purposes; such as cellular morphology, white cell differentials, blood typing, antibody screens, compatibility testing, etc.
- Perform instrument and lab maintenance tasks on equipment utilized in the laboratory
- Ability to accurately log and review patient testing results in patients' medical records
- Proficiency in Patient specimen collection following established policies and protocols
- Positive patient interaction and identification
- Proficient oral, written, and clerical skills
- Ability to accurately enter data into computer system
- Willingness to learn and capability to perform tasks required
- Proactive use of time
- Performance of clerical duties
- Assisting with inventory requirements
- Preparation and processing of specimens
- Provide orientation and instruction to employees on general laboratory functions and techniques.
- Assist the Laboratory Manager in quality-assurance activities to meet the needs of the institution.
- Maintenance of confidentiality in accordance to hospital policy

Education:

- Associates degree or postsecondary education certificate in Medical Laboratory Technology
- Two years of related work experience in hospital or laboratory setting (preferred)

Certification/Licensure:

- ASCP certification or equivalent nationally recognized Medical (Laboratory) Technologist certification. (MLT)
- ASCP certification or equivalent nationally recognized Medical Laboratory Scientist certification (MLS/MT)

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.