

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

**POSITION TITLE:** Medical Technologist  
**POSITION NUMBER:** 00330  
**DEPARTMENT:** Laboratory  
**LOCATION:** 525 Airport Drive, Oneida  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Laboratory Supervisor  
**SALARY:** NE10 \$22.56/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** December 24, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** January 2, 2019  
**Proposed Start Date:** As Soon As Possible

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

Independently performs a wide range of routine to complex medical laboratory tests, procedures, experiments, and analyses to provide data for diagnosis, treatment, and prevention of disease. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Collect, process, and handle blood and/or other biological specimens according to established procedures; instruct patients in the proper collection of samples.
2. Study blood cell numbers and morphology, using microscopic techniques.
3. Conduct chemical analyses of body fluids such as blood, urine, and spinal fluid, to determine presence of normal and/or abnormal components.
4. Validate, calculate, and tabulate results of tests performed, post findings to log books and quality control records, and make reports of observations.
5. Assist medical staff in the interpretation of test results and with the selection of additional tests as appropriate; serves as an independent resource staff, and patients regarding questions and concerns pertaining clinical testing protocol, procedures, and results.
6. Perform quality control to ensure proper functioning of instruments, reagents, and procedures.
7. Establish and implement procedures to evaluate laboratory test methodologies for accuracy, precision, and normal values.
8. Research and investigate problems with clinical laboratory procedures and make or recommend modifications and corrections as appropriate.
9. Draw blood from patient's finger or vein observing principles of asepsis to obtain blood samples. Draw patients at AJNH as requested.
10. Perform proficiency testing on all analyses.
11. Perform calibration and troubleshooting on testing system and instruments to ensure adherence to established standards of accuracy.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

12. Prepare and package specimens for delivery to reference labs. Deliver specimens to hospital lab if necessary.
13. Orient, mentor, and teach clinical laboratory methods, procedures, and techniques to new staff, students, and/or residents as appropriate.
14. Handle phone inquiries from patients and others.
15. Prepare various reports as requested.
16. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
17. Contribute to a team effort and accomplish related results as required.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. 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.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, use hands to finger, handle, reach with hands and arms.
2. Occasionally sit, stoop, kneel, lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in a laboratory setting with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine basis.
4. Evening and/or weekend work and/or extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment.

**STANDARD QUALIFICATIONS:**

1. Knowledge of modern office practices, procedures, and equipment.
2. Knowledge of related accreditation and certification requirements.
3. Knowledge of laboratory and experimental protocols and procedures.
4. Knowledge of sterile procedures.
5. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
6. Knowledge of LIS system.
7. Knowledge and skill in records maintenance.
8. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
9. Ability to perform complex, advanced clinical procedures and to effect appropriate modifications to existing procedures.
10. Ability to perform a range of clinical laboratory tests and chemical analyses on biological samples.
11. Ability to analyze, verify and manipulate clinical and/or laboratory data.
12. Ability to provide technical guidance, leadership, and instruction to students and lower level professional staff within area of expertise.
13. Ability to independently assess clinical test results and recommend appropriate additional tests and procedures to medical staff.
14. Ability to identify and evaluate clinical testing problems and to effect corrective procedures and modifications.
15. Ability to monitor and/or maintain quality control standards.
16. Ability to draw intravenous and peripheral blood.
17. Ability to monitor and/or maintain quality control standards.
18. Ability to utilize, calibrate, configure and/or troubleshoot laboratory testing systems and instruments.
19. Ability to communicate effectively in the English language, both verbally and in writing.
20. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
21. Ability to handle multiple tasks and meet deadlines.
22. Ability to carry out instructions furnished in verbal or written format.
23. Ability to work independently with minimal supervision.
24. Ability to create, maintain and extract data from LIS.
25. Ability and willingness to provide a strong customer service.

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**STANDARD QUALIFICATIONS: (Cont.)**

26. Ability to obtain First Aid Certification and CPR certification.
27. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment
28. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
29. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
30. Must be willing and able to obtain additional education and training.
31. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
32. Employees are required to have proof of immunity or dates of 2 doses of MMR and Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
33. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
34. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.
- 35.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's Degree in Medical Laboratory Science or related field; one (1) year experience; Medical Technologist and American Society of Clinical Pathology Certificates; an equivalent combination of education and experience may be considered.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**