



RAVENSWOOD FAMILY HEALTH NETWORK JOB ANNOUNCEMENT

POSITION TITLE: Laboratory Technician
FLSA Status: Non-Exempt
REPORTS TO: Clinic Site Manager and Lab Supervisor

ORGANIZATION

Ravenswood Family Health Center's mission is to improve the health of the community by providing culturally sensitive, integrated primary and preventative health care to all, regardless of ability to pay or immigration status, and collaborating with community partners to address the social determinants of health.

POSITION SUMMARY

Under general supervision, the Laboratory Technician performs routine preparation for laboratory testing; performs venipuncture and other specified tests within their scope of practice, and prepares specimens for pick-up by Ravenswood's contracted laboratory.

DUTIES AND RESPONSIBILITIES

To be performed in accordance with RFHN Policies and Procedures

1. Perform venous and skin punctures to obtain blood samples.
2. Perform finger stick and skin tests of all types.
3. Prepare specimens for shipping and maintain accurate records. This may include supervision of urine collection, and centrifuge of blood specimens.
4. Enter data into EHR system, including insurance and billing information.
5. Maintain laboratory and equipment in an orderly and sanitary condition.
6. Perform and record necessary quality control testing.
7. Inventory and stock supplies and equipment as needed.
8. Other duties as assigned and requested.

QUALIFICATIONS

- High School diploma or GED required.
- Current California Phlebotomy Technician I license required.
- Current Basic Life Support certification required.
- Current California drivers' license and ability to travel between clinics.
- Ability to perform in-house lab tests (such as Hb, urine dips, pregnancy testing, glucose testing).
- One year of experience working in a healthcare facility and/or lab strongly preferred.
- Bilingual Spanish/English proficiency strongly preferred.
- Knowledge of laboratory methods, techniques and safety procedures, medical terminology, and infection control principles/practices.
- Proficiency with electronic health records and Microsoft Office.
- Detail-oriented with a high degree of accuracy.
- Ability to efficiently manage multiple tasks and priorities.
- Excellent customer service skills and professional demeanor.
- Ability to communicate tactfully and effectively both orally and in writing.
- Experience working effectively with a multi-cultural and economically diverse population.

Qualified applicants, please submit resume to resumes@ravenswoodfhc.org.