



Phlebotomist/Clinical Laboratory Assistant (Pool)

Ongoing Recruitment

(Job #18-04) Phlebotomist/Clinical Laboratory Assistant (Pool), \$15.44 – \$27.28/hour. (Appointments are normally made at the beginning of the salary range.) This is a temporary, non-benefitted, non-exempt, on-call position in the Student Health Center.

The Place: Known for its quality academic programs and its hands-on approach to learning, Humboldt State University has a well-earned reputation as one of the best primarily undergraduate public universities in the United States. The residential and rural campus of 8,200 students is nestled between mountains, giant redwood trees, and breathtaking Pacific Ocean beaches. The local area offers many outdoor recreation opportunities as well as a full range of dining, cultural, and entertainment opportunities, all without the hassle and expense of a major metropolitan area. Local K-12 schools consistently rank in the top 10% in the state, and the local produce is second to none. Humboldt State University also benefits from being part of the world's largest university system, the 23-campus California State University (CSU).

The purpose of Student Health and Wellness Services (SH&WS) at Humboldt State is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional outreach, referrals, educational services and campus consultations. Student Health Center staff work under the mandate of the California State University in delivering a specified range of health care services which requires that employees understand, support, and comply with the mission, goals, policies, and procedures of SH&WS; and accept the concept of a team and the multidisciplinary approach to providing quality health care. The SH&WS team works closely together to serve their mission, while also valuing a warm, fun, and collegial environment – frequent laughter, occasional staff pot lucks, and a group of talented people serving a meaningful mission together make SH&WS a great place to work, full of exceptionally dedicated staff who are excited to welcome new staff members to our team.

Duties: Under the general supervision of the Student Health Center Director and the lead direction of the Clinical Lab Scientist, the successful candidate(s) work independently to perform various specimen collections, processing, and associated administrative tasks. This pool position serves as a fill-in for current staff absences.

General range of work functions include:

- Receiving patients and giving appropriate instructions for preparing for the specimen collection.
- Perform venipuncture and other specimen collection.
- Process specimens and related paperwork.
- Inoculate microbiological media.
- Maintain files of work performed in the laboratory and reference laboratories, distribute and fax reports.
- Run quality controls and patient specimens on automated equipment consistent with the California Business and Professional Code and federal regulations.
- Clean and disinfect glassware, equipment and work areas.
- Assist with inventory and stocking of supplies.
- Follow protocols for lab safety.
- Dispose of biohazard and chemical waste.
- Serve as a resource to clinical personnel.

Minimum Qualifications: *Education and Experience:* High school diploma or equivalent and six months of related experience in a healthcare setting or equivalent combination of education and experience which provides the required knowledge and abilities. *License and Certification:* Possess and maintain valid certification as a Certified Phlebotomy Technician I, as defined by the California Department of Health Services, which permits the incumbent to perform skin punctures and venipuncture.

Required Knowledge, Skills, and Abilities:

General Knowledge of:

- Clinical laboratory operations and equipment, including an understanding of, or the ability to quickly learn, laboratory safety and quality assurance practices and procedures
- Medical terminology pertinent to laboratory operations
- Applicable laws and regulations pertaining to clinical laboratory operations and patient confidentiality

Working Knowledge of:

- CLIA-waived testing procedures, methods, and criteria
- Preparing samples for testing at reference laboratories

Thorough Knowledge of:

- Techniques for handling infectious materials

Skills:

- Efficiency in the use of computers and laboratory information systems
- Strong interpersonal and customer service skills

Ability to:

- Collect required specimens for and perform assigned CLIA-waived testing with required attention to accuracy and detail
- Perform phlebotomy using the appropriate equipment including venipuncture and capillary puncture
- Use applicable equipment and materials in performing laboratory tests
- Use applicable automated systems for maintaining and tracking laboratory and patient records
- Maintain patient confidentiality as required by applicable state and federal laws and regulations
- Be sensitive to and communicate effectively with diverse patients
- Follow detailed oral and written directions and keep accurate records
- Walk, sit, move, or stand in small laboratory spaces
- Bend at the waist and stand for extended period of time
- Lift 25 pounds
- Maintain dependable work habits
- Handle biological and chemical hazardous materials
- Use good judgment and communicate effectively and positively with patients, health providers, campus personnel, and radiologists
- Establish and maintain effective working relationships with a diverse group of staff, students and faculty

Preferred Qualifications:

- Experience with an electronic medical records system.
- Excellent communication and interpersonal skills.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Application Procedure: To apply, qualified candidates must electronically submit the following materials through Interfolio:

<http://apply.interfolio.com/49252>

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- [HSU Employment History Form](https://forms.humboldt.edu/employment-history-form) (<https://forms.humboldt.edu/employment-history-form>)

(NOTE: This form replaces the HSU Employment Application form, which should no longer be used. Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved.

The Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station and front office staff available for applicants requiring assistance.

Application Deadline: This pool search is an ongoing recruitment.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 7922

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. Humboldt State University requires that background checks be completed for all new hires. This process includes a criminal records check and verification of employment history and education. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. The appointment of an applicant to this position is contingent upon the applicant providing the required information to complete a background check, and upon the results containing no adverse findings that may affect this appointment.

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



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