

Modoc Medical Center

JOB ANNOUNCEMENT

Final Filing Date:
Open Until Filled

**Phlebotomist Trainee
(Extra)**

Wage Rate:
\$15.50/hour

Modoc Medical Center is accepting applications for an extra Phlebotomist Trainee. This position is not benefit eligible. The position reports to the Laboratory Manager and the individual would enroll in a Phlebotomist Training Program with applicable expenses covered by Modoc Medical Center.

Duties:

- Consistently process laboratory requisitions, and specimens for laboratory testing.
- Displays courteous, professional manner towards patients, co-workers, nursing and medical staff.
- Identifies the patient before venipuncture is performed.
- Assists laboratory technicians, does clerical work when needed.
- Demonstrates the value of team concept on a consistent basis.
- Labels and records all test tubes, logs procedures, files paperwork.
- Requires minimal supervision in performance of job duties - seeks guidance and direction as necessary.
- Above-average interpersonal, problem-solving and written/oral communication skills
- Completes duties in a time efficient manner, prioritizes STAT, ASAP, scheduled and outpatients orders.

Requirements:

- High School diploma or equivalent
- Enrolled in Certified CA Phlebotomist program and complete within 6 months of hire date. Receives CA Certified Phlebotomist License (CPT-1) within 9 months of date of hire date.
- Proficiency in Microsoft Office applications.
- Adheres to dress code, appearance is neat and clean.
- Completes annual education requirements.
- Maintains regulatory requirements.
- Maintains patient confidentiality at all times.
- Reports to work on time and as scheduled, completes work within designated time.
- Wears identification while on duty, uses computerized punch time system correctly.
- Represents the organization in a positive and professional manner.

Application Process:

Apply on-line at www.modocmedicalcenter.org

Modoc Medical Center - Human Resource Department
P.O. Box 190 – Alturas, CA 96101