

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Lab Supervisor  
**Department:** Health & Wellness Center – Clinic  
**Hourly Rate:** Negotiable  
**Full Time:** 40 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Lab Manager/ Clinic Assistant Director  
**Posting Date:** Public  
**Opens:** July 14, 2022  
**Closes:** July 28, 2022, at 4:30 PM  
**Posting Date:** Public  
**Opens:** September 21, 2022  
**Closes:** Open Until Filled



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**Summary:** Lab Supervisor will work within the lab with coordination of patient care in the clinic area. The Lab Supervisor will be under the supervision of the Laboratory Manager while performing lab duties. Lab responsibilities include routine lab functions and filling in during the absence of the Lab Manager. Adheres to all written clinic and laboratory procedures and policies. Will report to the Medical Director involving any medical/clinic tasks and duties when necessary.

**Essential Duties and Responsibilities** include the following.

**Lab Assistant/Tech Duties:**

- Responsible for specimen collection and preparation and experience performing waived, moderately complex, and complex testing in medical laboratories.
- Performs venipunctures efficiently and safely using aseptic technique per procedure such as heel stick, geriatric, pediatric, arterial, venous, both vacutainer and syringe.
- Performs routine laboratory tests (CLIA waived) with competency documented, on a variety of biological samples under the direction of the MT/MLT as ordered by a provider.
- Experience with the overall compliance and quality system approach as identified in the Clinical Laboratory Improvement Amendments (CLIA) as published by the Center for Medicare & Medicaid Services Center for Disease Control and Prevention (CDC) effective April 24<sup>th</sup>, 2003.
- Logs samples and related quality assurance data to maintain the integrity of testing procedures.
- Uses Personal Protective Equipment (PPE) appropriately and consistently.
- Document lab results in the electronic health record.
- Performs all other duties assigned by the Lab Manager, Medical Director, or Clinic Administrator.
- Provides medical laboratory diagnostic and therapeutic information, products, and services by establishing specimen preparation procedures.
- Developing and implementing analytical procedures; evaluating laboratory information.
- Consulting with physicians, and nurses; reporting results according to protocols mandated by the clinic and public health department.
- Maintains medical laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance; certifying instrument performance; arranging equipment replacement, service, and repair.
- Maintains medical laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

- Maintains medical laboratory productivity by monitoring the workload of functional areas; identifying peak and slack periods; making operational or staffing adjustments.
- Maintains quality results by participating in the clinic's quality assurance program; consulting with physicians; performing proficiency surveys; reviewing quality control and quality assurance programs; planning policy and procedures; generating reports; maintaining records.
- Maintains medical laboratory information system by identifying information needs and problems; recommending improvements; establishing priorities; testing; writing user manuals; training employees; maintaining security and confidentiality.
- Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.
- Prepares physicians, nurses, patients, and students by teaching analytical theory, testing methodology, and the role of tested components in human physiology and medical practice.
- Complies with state and professional continuing education licensure requirements by providing in-service programs, and monitoring outcomes.
- Resolves problems by consulting with physicians, other laboratory staff, nurses, and clinic administration, and attending committee meetings.
- Bills for services by completing requests for service; monitoring PRC/billed units; providing the billing office with service codes.
- Contributes to team effort by accomplishing related results as needed and promoting a team environment.
- Performs related work as assigned by the Lab Manager, Medical Director, or Clinic Administrator.

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

**Education and/or Experience:**

**Required:**

Bachelor of Science in Medical Technology, Biology, or Nursing or 3 or more years of experience working in a medical lab and having attained a minimum of an associate degree in a medical profession.

ASCP certified Medical Lab Technologist and/or active certification as a Laboratory Assistant or current license in the state of WI as a Lab Tech.

One year of laboratory assistant or licensed Lab Tech experience in a medical facility.

Clinical experience in all areas of the laboratory including hematology, microbiology, chemistry, urinalysis, blood banking, coagulation, bone marrow smear preparation, and phlebotomy.

Must have training and experience in phlebotomy technique.

Must have training or education with an electronic health record and possess excellent computer skills.

**Other Skills and Abilities:**

**Required:**

This is a required driver position.

Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Must abide by the Bad River Health and Wellness Center Employee Health Policy.

Must show proof of COVID-19 vaccination within 30 days of hire or obtain vaccination as a condition of continued employment; Tdap immunization or Pertussis booster, MMR and will receive TB test if the employee has not had a test within 1 year upon hire.

**Background Check:**

This position is contingent on the required ability to pass a caregiver background check when working with children and/or the elderly.

Required driver check, to meet eligibility for Tribal Insurance.

**Language Skills:**

Strong computer skills.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Walking and standing are required. Bending, stooping, lifting, and occasional lifting to 50 pounds and/or carrying for short distances are required. Subject to inside and outside environmental conditions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise levels in the work environment are usually moderate. Subject to inside and outside environmental conditions.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)