



DATE	January 2014
JOB CODE	
FLSA	NONEXEMPT
EEO	

JOB TITLE: Phlebotomist
 DEPARTMENT/DIVISION: Workforce Services
 REPORTS TO: Workforce Services Director

SUMMARY: Responsible for collection of specimens for biometric screenings from all age employees and eligible dependents.

ESSENTIAL JOB FUNCTIONS:

- Perform phlebotomy lab procedures.
- Stock and maintain lab supplies in designated biometric screening room.
- Maintain performance logs/records and regularly update Supervisor on progress.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of human anatomy and physiology.
- Proficient skill in phlebotomy.
- Ability to obtain vital signs and perform routine lab procedures.
- Ability to effectively communicate with patients, physicians and department managers.
- Ability to understand and implement verbal and written instructions.

MINIMUM QUALIFICIATIONS:

- High school diploma or GED;
- Two years of phlebotomy experience; AND
- Certified in Phlebotomy from an approved institution.

PREFERENCES:

- Bilingual in Spanish and English.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office/clinic environment.
- Exposure to patient illness and may be subjected to occasional travel to various job sites.
- May be exposed to biohazards and infections carried by humans and bodily fluids.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

- Must pass phlebotomy certification check.