



**Ravenswood Family Health Center**  
**Position Description**  
**Certified Phlebotomist/Lab Technician**

**Reports To:** Laboratory Supervisor

**FLSA Status:** Non-Exempt

**Summary**

Under general supervision, the Certified Phlebotomy Technician performs routine CLIA waived laboratory testing; performs venipuncture and other specified tests within their scope of practice.

**Essential Duties and Responsibilities**

*To be performed in accordance with RFHC Policies and Procedures*

- Perform venous and skin punctures to obtain blood samples
- Perform finger stick and skin tests of all types
- Performs CLIA Waived pregnancy, strep, urine and other tests of bodily substances
- Prepares specimens as required for shipping
- Maintains accurate tracking of specimens and specimen reconciliation
- Documents in the patient's medical record test performed
- Completes Billing Encounter forms accurately for all tests collected and/or performed
- Maintain laboratory and equipment in an orderly and sanitary condition
- Follows strict infection control procedures for personal and patient protection
- Stock supplies and equipment as needed
- Participates in quality improvement activities of the organization as requested
- Other duties as assigned.

**Qualifications**

- California Phlebotomy Certification required
- Experience working in a healthcare facility and/or lab strongly preferred
- Bilingual Spanish/English or Tongan/English highly desirable
- Knowledge of laboratory methods, techniques, safety procedures and infection control principles/practices
- Proficiency with MS Office Suites
- Detail-oriented with a high degree of accuracy
- 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