***MILEAGE PAID!***

**Hours: Full-time 1st shift hours, start times vary between 7:00 a.m. - 8:30 a.m. for 8 hour shifts.**

**Weekend rotation: On 2 Saturdays, 1 off**

**Float locations: Gurnee, Buffalo Grove, Grayslake, Fox River Grove, Lake Zurich, Park Ridge**

**Major Responsibilities:**

* Daily Operations: Collects laboratory specimens to include blood, throat and nasal cultures, urine, urine drug screen and invasive nasopharyngeal swab collections, from patients of all ages in accordance with accepted laboratory standards, policies and procedures (operational and safety) in order to ensure optimal specimen integrity and accurate test results.
* Triages and processes specimen efficiently and accurately according to policy and procedure. (Site specific)
* Provider Involvement
* Maintains competency in phlebotomy skills and assists in the orientation and training of newly hired phlebotomists and processing personnel.

**Education/Experience Required:**

* High school diploma or equivalent
* Completed an accredited phlebotomy training program or equivalent program or at least 6 months hospital phlebotomy experience that qualifies individual to take the phlebotomy certification exam

**Knowledge, Skills & Abilities Required:**

* Ability to communicate both verbally and in writing
* Good organizational skills
* Courteous and professional
* Good interpersonal skills
* CRT/Computer familiarity
* Customer Service approach to providing care
* Manual dexterity
* Flexibility
* Qualified to take phlebotomy certification exam
* Phlebotomy certification will be required within 1 year of hire: PBT (ASCP)/NPA/ACA/NHA/NCA •NCMA certification also accepted

**Physical Requirements and Working Conditions:**

* Ability to work under stressful conditions and in difficult situations
* Ability to work rotating shifts and day of the week, including holidays
* Ability to rotate to other ACL sites
* Endurance for long periods of standing, bending, and walking; carrying phlebotomy equipment throughout hospital
* Exposure to contagious diseases, potentially biohazardous specimens and materials.
* Ability to lift up to 35 pounds without assistance. For patient lifts of over 35 pounds, or when patient is unable to assist with the lift, patient handling equipment is expected to be used, with at least one other associate, when available. Unique patient lifting/movement situations will be assessed on a case-by-case basis.

*This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be required to perform other related duties.*