

## LAB DIRECTOR

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

**Interested in joining our team?** We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time LAB DIRECTOR for our Clinic in Salt Lake City, Utah.

### Job Summary

- **Overview:** Responsible for all aspects of all laboratory operations, including, but not limited to: Fiscal management of lab operations, ordering and maintain appropriate lab supplies, staffing and supervision of qualified lab personnel. Directs and operates the lab according to clinic policies, Clinical Laboratory Improvement Amendments, state and federal laws and the professional standards and ethics of the Clinical Laboratory Scientists.
- **Reports to:** Quality Assurance Officer
- **Department:** Quality Assurance
- **Business Unit:** Quality Assurance
- **Patient Care:** Yes
- **Worker Status:** Full-time, Salary
- **Benefits Eligible:** Yes
- **Hours Per Week:** 40
- **Work Schedule:** To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday.
- **Supervisory responsibilities:** Yes
- **Closing Date:** October 20, 2021 or open until filled.
- **Apply:** Send your resume and any pertinent application materials to - [jobs@schc.net](mailto:jobs@schc.net), please state which job you are applying for; or visit our [website](#)!
- **Contact:** Kelsie Bolaño, [kelsieb@sacredcircle.com](mailto:kelsieb@sacredcircle.com), or 801-359-2256 ext. 144.

### The successful candidate:

- Prepares specimens for testing.
- Complies with state and federal laws and regulations as regulated by CLIA.
- Oversee work of laboratory personnel and works closely with Laboratory Medical Director.
- Ensures proper quality control is performed, corrective action is taken and documented.
- Responsible for reviewing laboratory processes and making the necessary improvements.
- Responsible for researching new equipment and testing methods for the laboratory.
- Makes recommendations for new equipment purchases.

## **Job Posting – Lab Director**

- Communicates with providers and other clinic personnel. Advises and educates personnel on proper lab protocol and appropriate lab tests to order.
- Responsible for completing lab personnel evaluations and disciplinary actions. Has the capability to educate and coach personnel.
- Reviews monthly logs and reports.
- Keep records and performs other administrative tasks.
- Organizes the lab in an efficient manner to make the identification of products easier and faster.
- Keep accurate patient records of history and activities regarding all labs.
- Keeps lab areas and equipment clean, neat, and well-organized.
- Keep abreast of advancements in medicine.
- Ensure all specimens and laboratory supplies are stored safely and per manufacturers recommended guidelines.
- Maintain accurate counts of all lab supplies and inventory. Order and maintain proper inventory of laboratory products.
- Responsible for maintaining the Laboratory Information System.
- Familiar with laboratory billing regulations.
- Participates in professional development activities.
- Maintains strict confidentiality.
- Responsible for creating, revising, and tracking laboratory procedures.
- Must read, understand and adhere to all Sacred Circle Healthcare policies and procedures.
- All other duties as assigned.

### **Required Education, Experience, Knowledge, Skills, and Abilities**

- EDUCATION: BS degree in Clinical Laboratory, Medical Technology or related sciences. Master's in health administration or Business preferred.
- EXPERIENCE Minimum 5 years laboratory experience with 2 of those years as a supervisor or equivalent. Mass Spectrometry experience preferred.
- KNOWLEDGE SKILLS AND ABILITIES:
  - a. Knowledges of governmental reporting programs.
  - b. Knowledge of organizational policies, procedures, systems and objectives.
  - c. Ability to use computer systems and applications.
  - d. Familiarity with medical practices terminology.
  - e. Ability to use proper grammar, spelling, punctuation and sentence structure to answer correspondence and prepare reports.
  - f. Ability to plan and organize.
  - g. Ability to evaluate the effectiveness of existing methods and procedures.
  - h. Ability to operate lab and office equipment.
  - i. Ability to communicate effectively with patients, clinical and administrative staff, and the public.
  - j. Ability to interpret, adapt and apply guidelines and policies and procedures.
  - k. Ability to react calmly and effectively in emergency situations.

**Job Posting – Lab Director**

- I. Ability to work under minimal supervision but maintain a high degree of communication of current work activity with supervisors.

**Additional Information – Join us as we are Redefining Compassionate Healthcare, together!**

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants