



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Phlebotomist

Open Date: October 2020

Closing Date: Until filled

Job Summary:

Chinatown Service Center (CSC) is a multi-service, community health center which provides compassionate, multi-lingual and culturally-sensitive care to the communities of San Gabriel Valley and beyond. Our mission is to provide outstanding services and advocacy that promote better quality of life and equal opportunity for immigrants and other communities.

The Phlebotomist is responsible for setting up lab for day to day operations to include but not limited to specimen procurement, specimen processing, and result reporting. Additionally, the Phlebotomist collects, draw samples, and process laboratory orders. Provides excellent customer service to our patients and fosters a positive, professional and productive environment with the medical department.

Performs lab test according to lab scope of practice (CLIA waived testing). Responsible for lab maintenance and ordering supplies. Responsible for equipment calibration and quality controls as applicable.

Job Duties:

- Provide excellent internal and external customer service
- Specimen procurement, processing and result reporting
- Individual must have excellent knowledge of blood drawing/laboratory procedures.
- Update and verify patient's information/data contained within NextGen.
- Documents all laboratory tests and results appropriately on logs and patient records per requirements
- Communicates effectively with staff, including physicians to facilitate the flow and quality of lab work.
- Assists in ordering supplies, noting expiration dates, usage and delivery times for stock and non-stock items; upon delivery checks received items against items ordered, puts away stock, rotates items for expiration dates, and discards expired items.
- Other duties as assigned

Job Qualifications:

- High School Diploma or GED
- Must successfully complete and maintain BLS certification
- Current and valid California Certified Phlebotomy Technician (CPT) license
- Able to work effectively while multi-tasking.



華埠服務中心
Chinatown Service Center

Medical Assistant

- Bilingual in English and Spanish or Mandarin/Cantonese preferred

Please send your resume to:

cschr@cscla.org

Subject: Phlebotomist/Lab Assistant

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**