



**Position:** Laboratory Technician  
**Program:** Health and Mental Health Services  
**Reports to:** Lab Supervisor  
**Salary:** \$16.00/hour  
**Status:** 100%, Full-time, Non-Exempt, Union  
**Probation:** 90 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

---

### **JOB SUMMARY:**

Under the direct supervision of the Nursing Manager, the Laboratory Assistant serves as an integral member of the health services team and will perform phlebotomy and process specimens for sending to outside laboratories.

### **ESSENTIAL FUNCTIONS:**

- 1) Performs venous blood draws and finger-sticks per protocol;
- 2) Collects throat specimens;
- 3) Processes specimens for send-out to outside laboratories;
- 4) Assists in completing necessary paper work, including transcription of orders and lab requests;
- 5) Using the Medical Manager Computer system or manual methods, verify test requests and track specimens that are sent to the various reference laboratories;
- 6) Receive, track and distribute test results from the various reference laboratories;
- 7) Answer phones calls, take messages and follow-up;
- 8) Communicate critical reports to the clinicians without delay;
- 9) Stock and maintain phlebotomy area in a state of organization and cleanliness;
- 10) Perform CLIA-waived laboratory tests with proper quality controls; record and distribute results;
- 11) Maintain files of patient lab requisitions, Medical Manager Manifests, and other paperwork in chronological order;
- 12) The requirement to comply with OSHA, HIPAA and other applicable regulation;
- 13) Other duties as assigned.

### **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Able to work well independently with minimum supervision;
- 2) Applicant must possess a phlebotomy certificate or medical assistant and high school diploma or GED;
- 3) BCLS Certification;
- 4) Bilingual skills a plus (English/Spanish preferred);
- 5) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 6) Strong computer skills and knowledge including ability to work with the Windows operating system; Knowledge of Medical Manager;
- 7) Demonstrated ability to work effectively with men and women of diverse races, ages and sexual orientations in a multicultural environment.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

---

E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028