



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

4 days (32 hrs./week) 8:00am-4:30pm

**JOB TITLE:** Medical Laboratory Scientist (MLS)/ Medical Laboratory Technician (MLT)

**SUPERVISOR:** Laboratory Director/Laboratory Supervisor

**LOCATION:** Peter Christensen Health Center

**POST DATE:** October 31, 2025

**CLOSING DATE:** Open until filled

**General Description:** The primary responsibility of this position is to perform professional laboratory work following established clinical procedures and performs chemical and biological tests on patient specimens to aid in medical diagnosis. The Medical Laboratory Scientist (MLS)/Medical Laboratory Technician (MLT) has an understanding of the underlying scientific principles of laboratory testing as well as the technical, procedural and problem-solving aspects/ The MLS/MLT is required to collect and process biological specimens for in-vitro analysis according to established procedures, maintain instrumentation and records, and perform quality assurance activities as required.

**Qualifications:** Bachelor of Science Degree or Associate Degree in a health related or scientific field is required. A Bachelor of Science in Medical Technology or Clinical Laboratory Science or Medical Laboratory Science is preferred. Must be certified or eligible by the American Society for Clinical Pathologists or other appropriate certifying agency.

**Salary:** Negotiable depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Nonexempt Position Description**

**A. TITLE OF POSITION:** Medical Laboratory Scientist (MLS)/Medical Laboratory Technician (MLT)

**B. DEPARTMENT:** Peter Christensen Health Center

**C. SUPERVISOR'S TITLE:** Laboratory Director/Laboratory Supervisor

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to perform professional laboratory work following established clinic procedures and performs chemical and biological tests on patient specimens to aid in medical diagnosis. The Medical Laboratory Scientist (MLS)/ Medical Laboratory Technician (MLT) has an understanding of the underlying scientific principles of laboratory testing as well as the technical, procedural and problem-solving aspects. The MT/CLS/MLS/MLT is required to collect and process biological specimens for in-vitro analysis according to established procedures, maintain instrumentation and records, and perform quality assurance activities as required. Specific responsibilities include but are not limited to:

1. Collect and process biological specimens for analysis.
2. Operate laboratory instrumentation utilizing established procedures.
3. Perform laboratory testing in accordance with established procedures.
4. Perform and document quality control in all areas of laboratory testing.
5. Recognize control results that are outside of their acceptable range and take appropriate corrective action as necessary.
6. Perform preventative maintenance on laboratory instrumentation.
7. Recognize an instrument malfunction, take corrective action, document and inform the supervisor.
8. Maintain quality assurance of the laboratory by successfully performing proficiency testing as assigned.
9. Communicate in a professional manner to internal and external customers. Communications may include lab results, lab orders and questions from outside providers.
10. Keep instrumentation and surrounding work area clean and organized.
11. Update patient laboratory schedule changes and schedule laboratory appointments within the electronic medical (EMR) system.
12. Answer the laboratory telephone calls in a professional and friendly manner.
13. Assist in policy and procedure review for applicable department.
14. Maintain patient confidentiality in accordance with HIPAA standards and participates in related mandatory training and enforces standards and regulations of HIPAA with all employees.
15. Comply with all established safety and infection control standards.
16. Provide a patient billing report to billing department for all laboratory testing.
17. Assist with the maintenance of COLA, CLIA and AAAHC accreditation.
18. Participate in ongoing quality improvement projects as assigned.

19. Provide testimony in court for evidentiary testing as necessary.
20. Contribute to the smooth and effective operation of PCHC by performing duties as assigned.
21. Remains competent and current in all aspects of the clinical laboratory.
22. Participates in all training, meetings, and committees as requested or assigned.
23. All other job-related duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with PCHC staff.
2. **External:** Regular contact with patients, reference labs, outside providers, medical facilities, proficiency test providers, technical support and equipment vendors.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Performs work functions independently with minimal supervision from the Laboratory Director/Laboratory Supervisor.

**H. EDUCATION:** Bachelor of Science degree or Associates degree in a health related or scientific field is required. A Bachelor of Science degree in Medical Technology, Clinical Laboratory Science or Medical Laboratory Science is preferred. Must be certified or eligible by the American Society for Clinical Pathologists or other appropriate certifying agency.

**I. EXPERIENCE:** Current knowledge of laboratory procedures and instrumentation required. One to two years of previous laboratory experience is preferred.

**J. SKILLS:**

1. Follow established procedures for collection and processing of biological specimens for analysis.
2. Recognize factors that may affect or interfere with specimen analysis and take appropriate action according to predetermined protocols.
3. Operate instrumentation within the scope of training, utilizing established protocols and quality control procedures.
4. Communicate test information professionally to appropriate entities.
5. Establish and maintain effective working relationships with patients, clinic staff and the general public.
6. Ability to work under stress, be helpful to apprehensive patients, providers and vendors, and be firm in a professional way when necessary.
7. Ability to be organized, efficient, and timely in work habits, maintain a neat work area and be conscientious and reliable.
8. Perform phlebotomy on adult, pediatric and infant patients.
9. Demonstrated ability to maintain confidentiality, understanding and practicing the principles of HIPAA.
10. Must be willing to attend training as required.
11. Intermediate computer skills, including: Word, Excel, electronic health records (EHR) and laboratory information systems (LIS).

12. Maintain certification by an appropriate certifying agency (i.e. ASCP).
13. Ability to develop knowledge of, respect for, and skills to engage with those of Other cultures or backgrounds is required.
14. Adhere to safe work practices.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Fast paced laboratory and office environment.
2. **Exposure to Hazards:** Frequent exposure to blood and other biological materials as well as exposure to patients with communicable diseases. May be exposed to situations where a patient's behavior may create undesirable conditions.
3. **Physical Requirements:** Prolonged standing, walking and sitting. Infrequent lifting up to 40 lbs.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Laboratory Professional to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella, Hep B, Td/Tdap, at the time of employment and submit to a TB test. Must submit to a FIT test for N95. Must be Basic Life Support Certified or must be obtained within 6 months of employment and maintained as offered by PCHC. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

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Employee Date

\_\_\_\_\_  
Manager Date

Previously signed  
Tribal Administrator Date

Previously signed  
Human Resources Director Date