

**WESTERN U.P. HEALTH DEPARTMENT**  
**POSITION VACANCY**

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**Division:** Ancillary Services

**Application Period:** Posted on December 10, 2024

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**Position:** **Lab Assistant**

**Status:** Full-time, Non-exempt, Non-bargaining  
Occasional weekend shifts may be required.

**Location:** This position is based in the Hancock Office.

**Duties:**

- Responsible for onsite collection of patient samples for testing in the laboratory (phlebotomy and witnessed urine collections); processes associated paperwork and other documents in laboratory computer systems.
- Responds to inquiries from external customers
- Receives and processes samples and requisitions from external submitters.
- Performs clerical functions to maintain required records, files, and reports pertinent to the functions of a lab. Chart review, statistical logs, etc.
- Performs inventory, orders and receives supplies, rotates stock.
- Any other duties as needed.

**Qualifications:** Graduate of a Phlebotomy Technician program/Certification in Phlebotomy by AMT or NCCT or graduate of a Medical Assistant CAAHEP or ABHES approved program.

**Pay Grade:** Administrative pay grade A-10

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**INSTRUCTIONS TO APPLICANTS:** Submit your letter of interest and resume to [hr@wuphd.org](mailto:hr@wuphd.org).

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