



## Lab Coordinator

### Who We Are

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

### Core Value Statements

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

### Position Summary

The Lab Coordinator oversees all functions of the laboratory under the supervision of the Clinic Director. The Lab Coordinator will spend at least 60% of their time conducting patient care in the lab. The Lab Coordinator will work closely with the Medical Assistant manager in the lab training & delegation of tasks to the medical assistant team. This position will provide lab training for new staff, including phlebotomy. This position is also responsible for maintaining knowledge of all Medical Assistant job functions. The Lab Coordinator will assist in medical supply & medication ordering & inventory, and serve as the backup vaccine coordinator to the Clinic Operations Specialist. The Lab Coordinator is a key role in helping to contribute to the effectiveness, efficiency and quality of patient care & clinic services.

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## Lab Coordinator

### Primary Duties:

#### Collaborative responsibilities

- Work collaboratively with MA Manager to develop, implement, & enforce lab processes, policies & procedures
- Work closely with the clinical team to ensure smooth and efficient clinic operations and high quality, patient-centered care
- Participate in organizational trainings, workshops, and meetings focused on racial justice & anti-oppression as able
- Assists MA Manager with coordinating routine clinic maintenance responsibilities including, but not limited to: stocking supplies, inventory control, and general clinic cleaning
- Work with the Clinic Director & Clinic Operations Specialist to ensure compliance with all state and federal laws related to lab operations.
- Partner with the Clinic Operations Specialist for supply & inventory processes
- Partner with the MA Manager for training & lab duties
- Ensure the safety of patients & staff at all times

#### Department coordination responsibilities

- Coordinate daily lab activities to ensure adherence to established lab standards.
- Coordinate lab inventory management and maintain supplies, inventory, and equipment.
- Provides training and ensures compliance with safe laboratory practices including proper usage of lab equipment, safe handling and disposal of biohazardous materials, and upholding standards for adverse event reporting.
- Partner with contracted Lab Consultant for lab coordination
- Serve as backup Vaccine Coordinator to the Clinic Operations Specialist
- Lead by example to support a positive workplace and uphold Family Tree Clinic's core values
- Delegate tasks to Medical Assistant team as necessary

#### Independent responsibilities

- Learn the Medical Assistant role & be able to perform all functions, including rooming patients and collecting labs
- The Lab Coordinator will see patient visits in the lab a majority of the time
- Help to ensure smooth and efficient clinic operations and high quality, patient-centered, trauma informed care

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- Understanding of patient visits, including education on birth control, family planning, all options counseling, STI screening & prevention, immunizations & injections, rapid HIV testing, & injection teaching
- Provide excellent patient experience & patient recovery

### Additional Duties :

- Perform additional tasks and responsibilities as assigned

## Qualifications

### Required:

- At least 1 year of experience working in a laboratory setting in a medical facility
- Experience working in a medical setting, such as hospital, clinic, or laboratory
- Detail oriented & strong organizational skills
- Current Certified Medical Assistant, CNA, EMT or similar qualification
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression.
- Ability to communicate clearly, compassionately, directly and openly, including strong oral and written communication skills, & ability to have difficult conversations

### Preferred:

- Experience in a training role
- Language skills in ASL, Spanish, Somali, Oromo, Hmong, or another language common in the Twin Cities
- Background or strong interest in reproductive health, sexual health, LGBTQ health or community health & wellness

**Salary & Benefits:** Starting hourly wage is \$20 or higher based on experience and qualifications beyond what is required in the job description. This is a benefits-eligible position, with paid holiday, vacation and sick time, a 401k with a 2% employer match, and medical, dental, vision, life and long-term disability insurances.

**Hours:** 30-40 hours per week on site; Occasional evenings & weekends required

**Supervisor:** Nyssa Krause, Clinic Director

**Typical Working Conditions:** Exposure to communicable disease, toxic substances, medical preparations and other conditions common to clinic environments. Requires exposure to blood and bodily

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fluids. The position requires independent mobility, full range of body motion, manual and finger dexterity, legible writing skills and hand-eye coordination. Involves sitting, standing, walking and occasional lifting.

**To Apply:** Please send a cover letter and resume to [\*\*\*nkrause@familytreeclinic.org\*\*\*](mailto:nkrause@familytreeclinic.org)

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