



Phlebotomy home visit

Senior Helpers Maine LLC

JOB TITLE: Phlebotomy home visit

DEPARTMENT: Phlebotomy Home visit

SUPERVISOR: Krystal Boswell

Healthcare as we know it is ever-changing and so are the needs of our community members. For those who can seek the relevant care they need, research shows their life expectancy is typically greater than those who are confined at home. Senior Helper Maine wishes to create a new and improved version of home care services. We recognize the needs within our community and redesigned the features of home-based care to provide those services required by the members of our community who are homebound and/or struggling to maintain their dignity and independence at home. Our mission is to remodel home care service into walk-in-home care, where all you need to maintain good health is at your door.

GENERAL JOB DESCRIPTION

Collect and transport specimens according to established procedures and standards.

MAJOR DUTIES AND RESPONSIBILITIES

Carry out home visits to obtain blood specimens and collect nonblood specimens such as urine, sputum, and throat swabs for laboratory testing.

Processing specimens including labeling, centrifuging, aliquoting, freezing, and preparing for transport as required by test order

Ensure safe collection and transportation of specimens.

MINOR DUTIES AND RESPONSIBILITIES

Perform all non-patient-facing duties, including inventory, stock supplies, sanitizing, filing, answering phones, and utilizing email as appropriate.

Read, understand, and comply with departmental policies, protocols, and procedures.

Assist with the compilation and submission of statistics and data when required.

Maintain all appropriate phlebotomy logs promptly and based on frequency, such as maintenance logs and temperature logs.

Complete online and in-person training courses timely.

QUALIFICATIONS FOR THE JOB

Education:

phlebotomy certification

Must have a high school diploma / GED or equivalent

Experience:

1-2 year phlebotomy experience

Other:

Applicants are required to be at least 18 years of age

preference given to those with home visit experience

KEY COMPETENCIES

literacy, basic computer skills, keyboard/data entry experience. be able to drive, has an active driver's license, reliable and safe vehicle for transportation, proper vehicle license and registration

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met to successfully perform the essential functions of this job at an acceptable standard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is required to stand, sit, and walk; frequently use hands to finger, handle, or feel, including operation of a standard computer keyboard and other medical office equipment; reach with hands and arms and talk, see and hear. Eye-hand coordination and manual dexterity are required. The employee must occasionally lift/move up to 25 pounds, bend, stoop, stretch, or crouch. Specific vision abilities required by the job include close vision, color vision, distance vision, and the ability to adjust focus; prolonged visual acuity is required.

Signature Approved By: _____

Date Approved: _____

Date Last Reviewed: _____

Last Reviewed By: _____