



POSITION: Medical Laboratory Assistant – Central Processing Department

Location: Kelowna Main Lab

Type: Permanent Full-Time 37.5 Hours Per Week Evening Shift

Valley Medical Laboratories is a physician owned and operated community laboratory that is proud to have been serving the residents and physicians of B.C.'s Okanagan Valley since 1969. The lab is owned and operated by a group of local pathologists, reliably serving the needs of patients from Vernon to Osoyoos from one of 14 collection locations conveniently located in Osoyoos, Penticton, Peachland, West Kelowna, Kelowna, Winfield, Vernon and Lumby.

A Permanent Full Time (37.5 hour) Medical Lab Assistant position is available in the Kelowna Main Lab. This is an afternoon position working in the Central Processing department. This position will be best suited to someone who likes to be challenged and has interest in expanding their knowledge. The successful candidate will work well on a team but also thrive on their own. The position requires a self-motivator, who can retain information and is comfortable with decision making.

Current shift is 11:00am to 7:00pm, Monday to Friday. This position may include an occasional rotation through some of our Central Okanagan Patient Service Centers.

This position is benefitted after 3 months of employment. Benefits include:

- Extended health coverage
- Dental
- Long term disability
- Accidental death & dismemberment
- Life insurance
- Group pension
- Parking reimbursement / Green initiative credit

Job Responsibilities:

- Correct patient identification
- Specimen collection and processing
- Phlebotomy collections via venipuncture and micro collection techniques
- Provide specimen collection instructions
- Use, maintenance and troubleshooting of laboratory equipment
- Maintenance, cleaning, and stocking of laboratory supplies
- Use of Laboratory Information System and other laboratory software programs

Qualifications:

- Successful completion or enrollment in a recognized Medical Laboratory Assistant training program
- Minimum 1 year lab experience
- Satisfactory Criminal Record Check, required

- Registration with BCSLS or CSMLS, preferred

Required skills:

- Computer literacy
- Minimum typing speed of 40 WPM
- Proven communication and organizational skills (both written and oral)
- Effective time management skills
- Effective problem-solving skills
- Ability to work as part of a team and/or independently