



## **ST. JAMES INFIRMARY**

730 Polk St, 4<sup>th</sup> Floor | San Francisco, CA 94109  
Phone: 415-554-8494 Fax: 415-554-8444

### **JOB DESCRIPTION: PHLEBOTOMIST**

20 hours/ week at \$22.00 an hour

Supervisor: HIV Services Manager

January 2019-January 2020

As a key member of our front-line clinical staff, our phlebotomist plays a vital role in ensuring our participants receive the compassionate, caring, and quality health care they deserve. Our ideal candidate will bring a sense of humor, flexibility, patience, empathy, and excellent verbal and written communication to this role. First-hand experience in the sex industry is greatly desired, and the ability to communicate in both English and Spanish is highly preferred. This position includes shifts in a variety of locations during evenings, late nights, and occasional afternoons and weekends. People of trans experience and people of color are strongly encouraged to apply.

#### **Primary Duties and Responsibilities:**

- Create a safe, welcoming environment for our participants, many of whom have had negative experiences with healthcare in the past due to stigma and discrimination.
- Perform venipuncture and skin punctures for STD sample collection and other laboratory tests at the St. James clinic and at venue-based testing sites, as needed.
- Maintain all necessary CET and licensing requirements.
- Document all activities with participants onto encounter forms, in patient charts or other forms as appropriate.
- Maintain a clean and well-organized lab environment. Keep lab supplies tidy and well stocked.
- Assist with lab Quality Assurance and Quality Control activities
- Assist with quality assurance and evaluation activities including providing programmatic support during clinic shifts and monitoring periods, and distributing and collecting satisfaction surveys.
- Participate in team briefing sessions at the beginning and/or end of each clinic shift.
- Participate in scheduled staff meetings, monthly team meetings, quarterly agency support meetings, and applicable staff trainings.
- Attend individual supervision with HIV Services Manager as needed
- Maintain and complete, if necessary, all incident reports incurred during clinic shifts and/or off-site activities.
- Ensure that all client data is stored securely in HIPAA-compliant locked cabinets and is never left unattended or otherwise compromised.
- Perform all other duties as requested by your supervisor, the Deputy Director, and/or Executive Director.

**Secondary Duties and Responsibilities:**

- Conduct intake/needs assessments with new participants, as needed or requested.
- Build rapport with colleagues and participants during outreach shifts
- Conduct HIV, HCV and STI/ STD testing
- Perform external testing controls, risk assessments, disclosure sessions, and individual risk reduction counseling sessions at weekly clinics and during venue-based counseling and testing sessions.
- Carefully document all information collected during sessions with participants onto required forms.
- Conduct ongoing Quality Assurance to ensure all documentation is complete, compliant and correct.
- Work with Linkage to Care Navigator to assess treatment readiness and referrals for newly HIV-positive participants and HIV-positive individuals who are out of care.
- Complete, if necessary, all incident reports incurred during counseling sessions.
- Complete/maintain required training programs (California Rapid HIV and Hepatitis C Testing Certification, Peer Counseling, STD Counseling, CET's).
- Check in with On-Duty Manager before leaving clinic or testing shift, and participate in team de-briefing sessions at the end of each shift.
- Assistance with quality assurance and evaluation activities, including providing programmatic support during clinic shifts and monitoring periods, and distributing and collecting satisfaction surveys.

**Required Skills and Qualifications:**

- California CPT-1, CPT-2, or other certification / licensure that allows phlebotomy
- Direct experience in or a detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting Sex Workers
- Experience effectively using harm reduction principles and techniques to work with people who use substances, including injection drugs
- Experience working with people living with or affected by HIV/AIDS
- Cultural humility and enthusiasm for working with people of different ethnic backgrounds, genders, sexual identities and orientations, people who use substances, people with mental health issues, and people living with HIV/AIDS
- Commitment to SJI's mission and values
- Proven ability to provide outstanding service and work cooperatively with other colleagues and community members with the highest degree of integrity and good judgment
- Excellent written and verbal communication skills
- Demonstrated track record of punctuality and reliability
- Highly organized and strong attention to detail
- Able to handle and thrive in a multi-tasking, fast-paced, occasionally stressful environment
- Capable of protecting sensitive patient information in compliance with HIPAA regulations and common decency
- Microsoft Office, Web/Internet, Social Media, and other computer skills desired

Send cover letter and resume to [anita.oshea@stjamesinfirmary.org](mailto:anita.oshea@stjamesinfirmary.org)