



Position Title: Phlebotomist/Testing Services Specialist

Reports to: Prevention Services Director

Classification: Full-Time Salaried, Exempt or PT hourly \$30 per hour

Compensation: \$60k DOE + benefits

Established in 2017, the Oakland LGBTQ Community Center Inc. (the Center) is dedicated to enhancing and sustaining the well-being of lesbian, gay, bisexual, transgender and queer (LGBTQ) individuals, our families and allies, by providing educational, social, health & wellness related activities, programs and services. The establishment of this service model marks the first time that a multi-ethnic, multi-gender, and intergenerational, LGBTQ community service center, has ever existed in the city of Oakland.

THE POSITION

This position is assigned to our Glenn Burke Wellness Clinic (GBWC) and is primarily responsible for assessing and assisting clients to access full panel sexually transmitted infection (STI) services, HIV testing, PEP or PrEP, Monkeypox and other clinic services.

PRIMARY RESPONSIBILITIES:

The Phlebotomist/Testing Services Specialist is responsible for efficiently and accurately performing blood draws and other STI related testing services.

Clinic Duties:

- Preparing patients before drawing blood
- Explaining blood draw procedures to patients and answering any questions about the process
- Following all health and safety protocols and procedures to maintain sanitary work areas
- Gathering medical testing materials, including needles, sample vials, blood storage bags and test tubes
- Verifying patient information and labeling blood samples properly
- Accurately updating patient information in the organization's database
- Helping nervous or frightened patients remain calm during blood draws

- Working with Director of Prevention services and the supervising Physicians/Provider and following their directions on a daily basis with bi-weekly or monthly review.

General:

- Assist with scheduling patients if needed.
- Assist with front desk receptions when needed.
- Participate in staff meetings, training workshops, and community meetings as assigned.
- Data entry into multiple databases for service monitoring and reporting as requested.
- Ensure the overall maintenance and security of open and closed files.
- Periodic Saturdays for weekend pop-up clinics or special weekend outreach activities.
- Other responsibilities as assigned to support the programmatic and administrative needs of the organization and our patients.

Preferred Qualifications:

- * Ability to work in highly detail- and task-oriented, ethnically diverse and fast-paced environment.
- * Experience working in hospital, clinic, or non-profit setting.

Required Qualifications:

- Proof of up to date, Phlebotomist certification through the California Department of Public Health.
- Ability to work independently and as part of a team with respect and accountability, taking initiative and exercising sound judgment, discretion, and professionalism at all times.
- Demonstrated ability to work effectively with and within a diverse setting of team members, colleagues, including unhoused, poor, senior, disabled and other disenfranchised and marginalized people: individuals with mental health and/or substance use issues; and people with diverse ethnic, cultural, economic, sexual orientation and gender identification.

Compensation and Benefits:

The Center offers a competitive wage and benefits that includes employer-sponsored major medical, dental, 401k, vision and disability insurance, and paid time off including, sick leave, and 13 paid holidays, including two floating holidays such as, day after Pride, and election day.

Application Procedure:

Please send your resume and email of interest to rosalind@oaklandlgbtqcenter.org

*Email Subject Note: "**Phlebotomist**" no calls or drop-offs please.

The Oakland LGBTQ Community Center is an equal opportunity employer committed to maintaining a culturally, gender diverse work environment. Individuals with diverse experiences, people of color, bilingual English-Spanish, LGBTQ+ individuals, women, and people living with HIV/AIDS or

other disabilities are particularly encouraged to apply. This position is funded with both public and corporate grant contracts. All positions are contingent upon sufficient grant funding.

Please visit us at www.oaklandlgbtqcenter.org to learn more about the Oakland LGBTQ Community Center.