



Lab Assistant / CMA, AAMA

Supervised by:	Chief Medical Officer
Location:	Pierre, SD
Status:	Full-Time (Non-Exempt)
Salary:	DOE

SDUIH OVERVIEW:

South Dakota Urban Indian Health, Inc. is a mission-driven nonprofit healthcare organization dedicated to delivering high-quality, patient-centered care through two full-time primary care clinics serving Native and urban communities across South Dakota. Headquartered in Pierre and operating in partnership with the Indian Health Service, SDUIH is committed to advancing the health, wellness, and quality of life of the communities it serves.

Joining SDUIH means becoming part of our Tiwahe — our family. We foster a supportive and empowering workplace culture built on equitable pay, flexibility, professional growth, and employee wellness. Our team members are valued as essential contributors to meaningful, community-centered healthcare transformation.

SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000, employees can purchase additional
- PTO, Sick, and Wellness leave
- Short-Term and Long-Term Disability provided by SDUIH
- Paid holidays each year
- Participation in a 401(k) with a company match

POSITION SUMMARY:

The South Dakota Urban Indian Health, Inc. (SDUIH) consists of two primary care clinics and is part of a 98+ comprehensive health care organization with headquarters in Sioux Falls and reports to Great Plains Area Office, in Aberdeen. The Lab Assistant provides a wide variety of laboratory testing and results and is a resource for problem resolution and interpretation of results. Possesses working knowledge of the clinical laboratory equipment and understands and complies with laboratory Quality Control and Quality Assurances policies and procedures. The Laboratory Assistant also collaborates with the customers of the laboratory to promote customer satisfaction and participates in laboratory improvement activities.

QUALIFICATIONS – Knowledge, Skills, and Ability

- Previous experience working in a clinical laboratory setting.
- Required to be able to perform moderate complexity laboratory testing per CLIA regulations.
- Phlebotomy experience required.
- Proficient in computer skills.
- Certified Medical Assistant, Preferred.

KNOWLEDGE OF:

- Lab Policies and Procedures.
- CLIA regulations.
- Laboratory equipment and testing; trouble shooting, quality control, calibration, maintenance, and quality assurance.
- Safe laboratory practices.
- HIPAA and OSHA rules and requirements.

SKILLS & ABILITY TO:

- Follow detailed directions and instructions
- Interpret subject matter and laboratory procedures
- Maintain accurate laboratory records
- Perform laboratory tests and/or analysis
- Ability to maintain effective working relationships with other employees

RESPONSIBILITIES AND DUTIES:

- Demonstrate good laboratory safety practices including exposure precautions to blood-borne pathogens.
- Ensure proper specimen processing, test performance and reporting test results.
- Perform and teach/train employees, phlebotomy and other specimen collection procedures in a competent manner.
- Comply with the specimen labeling and handling procedures.
- Responsible for distinguishing between normal and abnormal clinical lab parameters.
- Ensure preventative maintenance, quality control, and quality assurance is being performed per guidelines.
- Perform testing procedures with a high degree of accuracy in the laboratory.
- Performs the required quality control, calibration, trouble shooting and preventative maintenance steps on all instrumentation.
- Ensure proficiency testing is being performed and resulted.
- Attend educational training for new skills technology, or knowledge applicable to the laboratory.
- Ensure employees have been oriented and trained in policies and procedures.
- Establish policies and procedures that meet CLIA guidelines.
- Ensure laboratory is supplied with adequate stock.
- Implement and follow CLIA regulations.
- Work towards resolving issues and problems as notified by testing personnel.
- Perform other duties as may be assigned.

LICENSE AND CERTIFICATIONS:

- Certification by a nationally recognized agency/board preferred; or eligible; or CLIA grandfathered.
- CPR Certified
- OSHA training
- CLIA certification knowledge.

HOW TO APPLY:

Interested individuals should email their resume and a completed application to Lonnie.Pickner@sduih.org. Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

INDIAN PREFERENCE In accordance with IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed