



Employee Job Description

Position title:	Medical Laboratory Assistant (MLA) - MAN VAN Program
Reports to:	MAN VAN Program Clinical Manager
Date reviewed:	March 08, 2023

Position Overview

Every clinical staff member is committed to the vision of the MAN VAN which includes increasing public awareness on the topic of Prostate Specific Antigen (PSA) testing, early detection and treatment. Clinical staff members will perform laboratory testing, biometrics and a mental wellness questionnaire with clients who attend MAN VAN clinics. Every clinical staff member will follow outlined Standard Operating Procedures (SOPs) while promoting a positive client experience on the MAN VAN through demonstrating excellent customer service to the men utilizing our baseline testing Program.

This is a casual position. The hourly wage for this position is \$24.00.

Responsibilities

<i>Core Function</i>	<i>Time Requirement</i>	<i>Tasks</i>
Phlebotomy	15%	<ul style="list-style-type: none"> Perform blood draw for PSA
Blood Glucose	15%	<ul style="list-style-type: none"> Perform point of care blood collection for blood glucose
Blood Pressure	15%	<ul style="list-style-type: none"> Perform blood pressure reading using automatic BP machine
Waist Circumference	15%	<ul style="list-style-type: none"> Measure clients waist circumference
PHQ-9 Questionnaire	15%	<ul style="list-style-type: none"> Provide questionnaire and score to client
Education and Awareness	20%	<ul style="list-style-type: none"> Provide information on tests performed Demonstrate a positive approach to education Show sensitivity to clients Demonstrate a sense of humor Maintain client confidentiality



Other	5%	<ul style="list-style-type: none"> • Other duties as required (pick-up and delivery duties) • Annually attend a RAC 2 information session • Participate in team building events • Develop and maintain relationships with volunteers
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Qualifications	
Education:	<ul style="list-style-type: none"> • Medical Laboratory Assistant Certificate • Current First Aid/CPR Certificate • Transportation of Dangerous Goods Certificate
Experience:	<ul style="list-style-type: none"> • Minimum 1 year in healthcare is an asset
Working Conditions	<ul style="list-style-type: none"> • Must be able to lift up to 15 lbs • Must be able to stand for prolonged periods of time • Must have valid driver's license and reliable independent means of transportation • Must be able to travel (occasional overnight stays) for Rural clinics
Occupational Health & Safety:	<ul style="list-style-type: none"> • Protecting their own and others' health and safety at or in the vicinity of the work site • Co-operating with their employer or supervisor by following health and safety rules for the job • Using all hazard controls and wearing personal protective equipment designated or provided by the employer • Refraining from causing or participating in harassment and violence • Reporting health and safety concerns and conditions to their employer or supervisor • Co-operating with any person exercising a duty under the occupational health and safety legislation • Complying with the occupational health and safety legislation