



## **Phlebotomist**

**Reports to:** Regional Manager

**Salary:** \$26.37/ Hour

**Type :** PT Permanent

**Location :** Hamilton

### **INTRODUCTION :**

As part of the Primary Care Team, the Phlebotomist is an integral member of DAHC's interdisciplinary care team, supporting the delivery of wholistic, culturally safe, trauma-informed, and patient-centred care to Indigenous individuals and families. The Phlebotomist is responsible for providing safe and efficient blood collection and specimen handling while also supporting the day-to-day operations of the clinic. This role works collaboratively with the interdisciplinary team to support patient care, maintain clinical supplies and ensure clinic spaces are organized, stocked, and ready to meet patient and team needs.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Perform venipuncture and other specimen collection safely and efficiently in accordance with established standards and procedures
- Confirm patient identification and laboratory requisitions prior to specimen collection
- Label, process, prepare, store, and package specimens appropriately for laboratory transport
- Provide a welcoming, respectful, and supportive experience for patients during blood collection
- Recognize and respond appropriately to patient reactions related to blood collection, including dizziness, fainting, or bleeding
- Follow infection prevention and control practices, including appropriate handling and disposal of sharps and biohazardous materials
- Maintain a clean, safe, organized, and appropriately stocked phlebotomy area
- Monitor clinic and medical supply inventory and identify items requiring replenishment
- Order, receive, organize, and stock clinical supplies as required
- Ensure examination rooms, treatment areas, and other clinical spaces are appropriately stocked and ready for patient care
- Monitor supply expiry dates and rotate stock appropriately to minimize waste
- Support general clinic operations and assist the interdisciplinary team with appropriate clinic support duties as required
- Maintain accurate, timely, and confidential documentation within the EMR as required
- Strong organizational skills and attention to detail
- Strong interpersonal and communication skills and ability to work collaboratively within an interdisciplinary team
- Provide all services from a culturally safe, patient-centred, and trauma-informed approach
- Additional clinical tasks as directed

## STATEMENT OF QUALIFICATIONS:

- Completion of a recognized phlebotomy, Medical Laboratory Assistant/Technician, or equivalent healthcare training program that includes venipuncture
- Demonstrated competency and experience in venipuncture and specimen collection
- Previous phlebotomy experience in a primary care, community health, laboratory, hospital, or similar healthcare environment is considered an asset
- Knowledge of specimen collection, handling, labeling, storage, and transportation requirements
- Knowledge of infection prevention and control and safe handling of sharps and biohazardous materials
- Strong organizational, communication, interpersonal, and time-management skills
- Ability to work independently and collaboratively as part of an interdisciplinary team
- Strong computer skills; experience using an electronic medical record is considered an asset
- Knowledge of Indigenous health, health equity, social determinants of health, and barriers to care is considered an asset
- Experience working with Indigenous communities is considered an asset
- Knowledge of local Indigenous organizations, programs, and services is considered an asset

## WORKING CONDITIONS:

- Part-time position consisting of 24 hours per week
- Flexible scheduling, with hours worked over 3 or 4 days per week, based on the successful candidate's preference and operational needs
- Position is primarily on-site within the clinic
- Work is performed in a safe clinical environment with appropriate equipment, supplies, and infection prevention and control measures provided
- Regular exposure to blood, bodily fluids, sharps, and biohazardous materials associated with phlebotomy and specimen collection
- Requires periods of standing, bending, reaching, and lifting or carrying clinic supplies
- Requires flexibility in hours to support clinic and patient care needs and must be available to work some evenings

## **INTERESTED APPLICANTS**

Please submit your resume and cover letter to: [humanresources@dahac.ca](mailto:humanresources@dahac.ca) by **November 6<sup>th</sup>, 2026**.

Nya:weh / Miigwetch to all applicants. Only those selected for interviews will be contacted

Please note that **ONLY** complete applications with cover letter will be considered.

***Preference is given to candidates of Indigenous Decent.***

### **100% Organization Paid Benefits**

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependent Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

### **Retirement Benefits**

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

### **Other Benefits**

- 3 weeks' Vacation annually (pro-rated based on 24 hrs per week)
- 12 Personal Days annually (pro-rated based on 24 hrs per week)