



**Job Title:** Phlebotomist, Medical Laboratory and Dispensary Manager

**Location:** Phoenixville Free Clinic, Phoenixville, PA

**Employment Type:** Full-Time

**Reports To:** Medical Director / Executive Director

### **Position Summary:**

Phoenixville Free Clinic is seeking a dedicated and detail-oriented **Phlebotomist, Medical Laboratory and Dispensary Manager** to oversee the daily operations of our in-house lab and dispensary. This role is essential in ensuring efficient, safe, and compliant diagnostic and pharmaceutical services for our patients. The ideal candidate is a healthcare professional with strong organizational and interpersonal skills who thrives in a community-oriented, mission-driven environment.

### **Key Responsibilities:**

#### **Laboratory Management:**

- Oversee all aspects of lab operations including **performing phlebotomy** and other specimen collection, handling, on-site and third-party collection and processing, and documentation.
- Ensure quality control and compliance with CLIA, OSHA, and other regulatory standards.
- Maintain accurate records of lab tests and ensure timely reporting of results to providers.
- Coordinate with outside laboratories for tests not conducted on-site.
- Manage lab inventory, ordering supplies and reagents as needed.
- Manage on-site lab equipment: autoclave, hemoglobin A1c and urinalysis

#### **Dispensary Management:**

- Supervise medication inventory, ordering, storage, and distribution in accordance with state and federal regulations.
- Ensure all medications are properly labeled, stored, and dispensed under provider direction.
- Maintain accurate medication records and reconcile inventory regularly.
- Collaborate with medical providers to support safe and effective prescribing practices.
- Coordinate with pharmaceutical donation programs and vendors.

#### **Administrative & Supervisory Duties:**

- Train, schedule, and oversee volunteers or staff working in the lab and dispensary areas.
- Develop and maintain standard operating procedures (SOPs).



- Collaborate with clinic leadership to enhance operational efficiency.
- Participate in quality improvement initiatives.

**Qualifications:**

- Bachelor's degree in a healthcare-related field (Medical Technology, Nursing, or Pharmacy Technician Certification preferred).
- Minimum 2 years of experience in laboratory or dispensary/pharmacy operations.
- Trained phlebotomist
- Familiarity with CLIA-waived testing and pharmacy guidelines.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Ability to work effectively with diverse populations in a community clinic setting.
- Bilingual (Spanish/English) a plus.

**Working Conditions:**

- On-site position in a clinical environment.
- May require occasional evening or weekend shifts.
- Requires standing, walking, lifting supplies, and occasional interaction with biohazardous materials.

**About Phoenixville Free Clinic:**

Phoenixville Free Clinic is a nonprofit healthcare provider offering free primary medical care to uninsured and underserved individuals in the greater Phoenixville area. Our mission is to improve community health by providing compassionate, high-quality care in a welcoming environment.

**To Apply:**

Please submit a cover letter and resume to [jobs@phoenixvillefreeclinic.org](mailto:jobs@phoenixvillefreeclinic.org). Applications will be reviewed on a rolling basis.