



Job Title: Phlebotomist, Medical Laboratory and Dispensary Manager

Location: Phoenixville Free Clinic, Phoenixville, PA

Employment Type: Part Time (30 hours)

Reports To: Medical Director

Position Summary:

Phoenixville Free Clinic is seeking a dedicated and detail-oriented **Phlebotomist, 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 phlebotomies* 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:

- Nursing (LPN or RN) or Certified Medical Assistant Experience in an Outpatient setting highly 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. Applications will be reviewed on a rolling basis.