



Phlebotomist/Data Entry Specialist

Nationz a 501c3 organization in Henrico County, VA provides HIV and STI, PrEP, Comprehensive Harm Reduction, and other relatable services in the prevention and education of STI to the surrounding localities. We are looking for a meticulously accurate and insightful data individual who has experience using databases in a clinical setting. We're looking for a **Phlebotomist/Data Entry Specialist** who has exceptional detail orientation and analytical skills to join our team. The ideal candidate will have experience working in excellent data entry and data quality skills, perform administrative support to managers and with. Because of the collaborative nature of this role, we're seeking a focused professional who can handle any situation and provide high-quality results with quick turnaround.

Nationz expects individuals to commit to our mission and values. The candidate must be able to work in a team environment with staff, volunteers, and collaborative partners from other Community-Based Organizations (CBOs), as well as work independently. Some evening and weekend work is required for special events. A successful candidate must possess skills that support and enable sound decision-making, strong personal and professional boundaries, good judgment, and discretion.

Objectives of this role

- Optimize operational efficiency by quickly and accurately adding to and maintaining the quality of large amounts of data in our proprietary database
- Recommend data management solutions according to business requirements
- Provide phlebotomy services on clients that require blood draws
- Complete end-of-day blood processing to submit to laboratory for processing
- Provide results to clients in a secure and private manner utilizing the highest degree of confidentiality.
- Complete understanding of HiPPA and PHI
- Conduct STI testing as warranted
- Ensure usability of data entry software and equipment, and manage malfunctions
- Handle requests for data from managers and employees
- Achieve organizational goals while adhering to best practices
- Daily data entry into the electronic medical records system

Responsibilities

Phlebotomists must provide reassurance to patients. They must also look after the mental and physical wellbeing of their patients. The primary duties and responsibilities of a Phlebotomist include:

- Using technical equipment to safely draw blood from patients
- Explaining the process of drawing blood clearly to a patient
- Reassuring and calming patients who might be nervous or scared of the procedure
- Applying dressings to the wound created by drawing blood
- Registering the blood and storing it in the correct environment



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- Sending blood samples to testing laboratories
- Keeping track of blood samples and results that are returned after testing
- Updating patient records
- Maintaining an organized and clean work area based on health and safety regulations and the guidelines of the medical institution
- Answering patient questions regarding collection techniques and offering additional resources on the collection process, if the patient requests them
- Daily data entry of services provided to client into electronic medical records system

Required skills and qualifications

- High school diploma or equivalent
- Ability to maintain confidentiality of company information
- Technical phlebotomy and Venipuncture
- Blood sampling with a finger stick method
- Arterial extractions for blood samples
- First aid qualifications
- Experience in data entry
- Superb written and verbal communication skills
- Fast typing ability, with an eye for accuracy
- Proficiency with spreadsheets and online forms

Preferred skills and qualifications

- Experience in a medical office setting
- Experience in developing internal processes and filing systems
- Ability to adapt to organizational needs
- Assist and greet clients professionally
- Willingness to learn other job functions to enhance their skill set which includes but not limited to HIV Test Counselor, Phlebotomy, and Reading Morbidity Reports.

Additional Information

Working conditions for this position are varied including interior and exterior environments. The position requires moderate physical activity with exposure to hazards or physical risks which require following basic safety precautions to keep you and your teammates safe. Job includes shifting from lifting, sitting, and standing, among other things. Additionally, there will be extensive use of desktop and/or laptop computers. The job requires traveling minimally to attend meetings and programs. This is an exempt salaried position for overtime purposes.

The salary for this position is up to \$49,000.00 per year.



To Apply

Please submit your cover letter, resume, and salary requirements to careers@nationzfoundationrva.org. All applications must be submitted by April 22, 2025 at 5:00pm.

No phone calls. Failure to follow instructions when applying may result in your application being disqualified.

For more information about Nationz Foundation, Inc., please see <http://www.nationzfoundationrva.org>. Nationz Foundation, Inc. is fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspective and lived experience. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.