

Opportunity at **theBespoke\WellnessGroup**
Start date: May 2024



Lab Technician and Phlebotomist

COMPANY DESCRIPTION

theBespoke\WellnessGroup

Welcome to our cutting-edge medical and wellness clinic, where we're fueled by a relentless passion to tackle preventable illnesses head-on. Rooted in the belief that prevention is the best cure, we've merged precision medicine with integrated wellness strategies to arm our clients with proactive health solutions. But we're not merely reshaping healthcare; we're leading a revolution. Primary care, to us, transcends treating sickness; it's about preventing it altogether – whether it's diabetes, heart disease, cancer, dementia, or mental health issues.

We recognize that conventional approaches often falter when resources are scarce and access to care is limited. That's why we champion a paradigm shift, embracing allied health professionals in our practice. Here, medical doctors, psychologists, naturopathic doctors, kinesiologists, and social workers collaborate seamlessly, bridging the gap between East and West.

In a world where health and wellness are often treated as one-size-fits-all, we stand apart. We understand the uniqueness of each individual – their lifestyles, biology, and aspirations. While trends may come and go, our dedication to tailored wellness remains unwavering.

Join us in this exciting journey toward a healthier future. If you're passionate about tailored health and personalized wellness, we invite you to join our dynamic team at One Yorkville Avenue at Toronto. Together, we can make a meaningful impact on the lives of our clients and communities.

JOB DESCRIPTION

This is a part-time and/or full-time position to complete phlebotomy work and support medical office duties. Reporting to the Chief Wellness Officer and in cooperation with the rest of the health team, you will be responsible for requisition and material preparation for on-site lab work testing, phlebotomy, and sample processing. Excellent bloodwork skills are required.

The successful candidate must also have computer skills to navigate our online platforms because our office is a paperless environment. You must be able to complete administrative duties with high accuracy to support clinical operations.

TECHNICAL SKILLS

- Venipuncture: 5 years of experience to blood draw 15-20 tubes of blood with butterfly technique
- Preparation of sample collection including processing and shipping within Canada and USA
- Adhere to laboratory procedures, policies, and health/safety guidelines
- Participate in laboratory quality audits, annual reviews and updating of standard operating procedures
- Accuracy and precision in performing laboratory procedures

theBespoke\WellnessGroup™

www.bespokewellness.group

Lab Technician and Phlebotomist



ADMINISTRATIVE SKILLS

- Preparing, and updating patients' information in advance of clinic arrival, verifying, and registering patient demographics, confirming the accuracy of all patient information on requisitions and specimen samples
- Support incoming and outgoing calls, mail, faxes and shipments including the preparation of waybills
- Support the meeting, greeting and checkout process of client visits
- Maintain strict standards of patient privacy and confidentiality

QUALIFICATIONS

- Proven work experience as a laboratory assistant and clinical administrator with over 5 years of experience or more
- OSMT certification required
- Must be highly proficient in computer skills, literacy and experience with laboratory information systems, electronic medical records (PS Suite) and Ministry of Health systems as we are a paperless environment
- Excellent data entry skills
- Ability to successfully multitask, prioritize effectively and accurately, and complete tasks quickly
- Customer service focus required
- Detail oriented with a focus on quality assurance
- Enjoys a fast past, ever changing environment
- Must have excellent oral and written communication skills in English

LOCATION

Our bustling health and wellness hub is located at 1 Yorkville Ave in Toronto. This position will require you to be in the office from 8 am to noon, Monday to Friday. Regular office hours: Monday to Friday - 8 am to 5 pm.

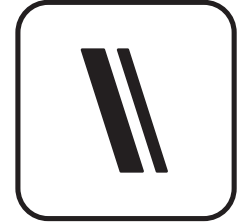
Please note that as this role is centered on in-person interactions and hands-on support, virtual work arrangements are not available.

We are an equal opportunity employer committed to diversity, equity, and inclusion.

12 to 30 hours per week depending on part-time vs full-time role

Salary: \$20-\$25 per hour

Lab Technician and Phlebotomist



WANT TO JOIN OUR TEAM?

Ready to embark on this exciting journey with us? Here's how to submit your application and join our dynamic team!

To apply for this exciting opportunity, please submit the following documents to:

bespokecareer@bespokewellness.group

1. **A covering letter** detailing your interest in the Lab Technician and Phlebotomist position and why you believe you're the ideal candidate for the role.
2. **Your updated resume**, highlighting relevant experience and skills.
3. **Copies of your education certificate(s)** or equivalent qualifications.
4. **Letters of recommendation** are not required at this stage but encouraged, they may be requested at a later date during the hiring process.
5. **Permission to conduct a reference check** for successful candidates.

Successful candidates will be invited to participate in an initial ZOOM interview followed by a second phase in-person interview. We look forward to receiving your application and reviewing your qualifications to join our team at theBespokeWellnessGroup.