

**Clinical Skills Specialist - MLT/Phlebotomy**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=257183>

Downloaded On: Jul. 22, 2025 1:21pm

Posted May 20, 2025, set to expire Jan. 28, 2026

**Job Title** Clinical Skills Specialist - MLT/Phlebotomy  
**Department** SC - School of Health and Wellness  
**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** May 20, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Vocational/Technical  
Health Sciences

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4938987/clinical-skills-specialist-mlt-phlebotomy>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## **Description**

The Clinical Skills Specialist supports the instructional and clinical training activities for the MLT/Phlebotomy Program. Under direction of faculty and program leadership, the Clinical Skills Specialist provides hands-on assistance in labs, skill development sessions, and competency assessments. The position ensures the effective use of clinical equipment and supplies, maintains compliance with safety and accreditation standards, and promotes student success through individualized skill support.

### **REPRESENTATIVE DUTIES:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide students with guided practice, demonstration, and remediation in clinical procedures.

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- Monitor student performance during lab sessions and assist in documenting clinical competencies under faculty direction.
- Assist with enforcing lab safety protocols and infection control standards in accordance with college and industry regulations.
- Participate in training to stay current with clinical technologies and regulatory changes.
- Perform related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of clinical procedures and techniques relevant to MLT/Phlebotomy Program.
- Proficiency in using clinical equipment and computerized training platforms.
- Strong communication skills to effectively support and guide students with varying skill levels.
- Ability to follow instructional objectives, competency checklists, and program policies.
- Sensitivity to and understanding of the diverse academic, socioeconomic, and cultural backgrounds of community college students.

**QUALIFICATIONS:**

Must possess either a CDPH/LFS issued MLT license and/or CDPH/LFS issued CPT-1 license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Work is performed in clinical labs and classrooms.
- May require evening or weekend hours to accommodate lab schedules.
- Must be able to lift up to 25 pounds, stand for extended periods, and assist with moving equipment, as needed.

## **Supplemental Information**

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the

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department's needs.

Hours per Week: Up to 25

**Employment Conditions and Information:**

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15<sup>th</sup> of the first month to the 14<sup>th</sup> of the second month. NBU employees are paid on the 10th of the third month.

**Example:** For the following reporting period: September 15<sup>th</sup> through October 14<sup>th</sup>, the NBU employee will be paid on November 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

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**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

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Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

### **Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### **California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

### **Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission

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and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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