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Meadow Lake, Saskatchewan
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Meadow Lake Tribal Council

Clinical Support Specialist **Term Employment Opportunity**

MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.

- This competition is open to all applicants; and
- Preference will be given to First Nation or other Indigenous applicants who possess the qualifications, knowledge and skills to meet the minimum suitability requirements as stated for the position

The MLTC Health & Social Development Department is seeking a dynamic, motivated individual to fill one (1) full time, two (2) year term position of a Clinical Support Specialist. Term may be extended based on funding and program needs.

The Clinical Support Specialist provides technical, operational, and quality assurance leadership for laboratory services across Meadow Lake Tribal Council (MLTC) and Meadow Lake First Nation (MLFN) health programs. The role ensures the integrity, accuracy, and safety of specimen collection, handling, and point-of-care testing (POCT), and supports compliance with accreditation standards. The Clinical Support Specialist develops and maintains laboratory policies and procedures, provides training and competency support for nurses, and oversees quality assurance activities.

Duties & Responsibilities (shall include, but are not limited to the following):

- Lead and oversee system-level quality assurance for all fixed and mobile MLTC and MLFN laboratory sites.
- Support sites in achieving and maintaining laboratory licensing and regulatory compliance.
- Conduct and document regular maintenance, calibration, and quality control (QC) procedures for laboratory and POCT devices.
- Ensure ongoing compliance with accreditation and infection prevention and control (IPAC) standards, including maintaining readiness for audits and inspections.
- Coordinate procurement processes, including vendor ordering, inventory control, and secure storage of consumables and supplies.
- Deliver training, in-servicing, and competency assessments for MLTC and MLFN nursing staff (LPN, RPN, RN, RN-AAP, NP) on specimen collection, handling, transport, and laboratory safety procedures.
- Provide theoretical and practical certification and recertification in phlebotomy, dried blood spot (DBS) testing, and POCT.
- Develop and maintain training resources and reference tools to standardize laboratory processes and support staff in their application.
- Contribute to continuous quality improvement of laboratory systems, workflows, and service delivery across MLTC and MLFN programs.
- Participate in program reporting, evaluation, and accreditation activities.

- Maintain confidentiality and uphold MLTC policies, procedures, and ethical standards in all aspects of work.
- Other duties as assigned by immediate Supervisor.

Qualifications:

Minimum:

- Completion of a recognized Medical Laboratory Technologist (MLT) program.
- Certification or eligibility for registration with the College of Medical Laboratory Professionals of Saskatchewan (CMLPSK) formerly Saskatchewan Society of Medical Laboratory Technologists (SSMLT)] or equivalent.
- Current Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) certification (or willingness to obtain)

Preferred:

- Experience in quality management systems or laboratory accreditation processes.
- Experience working with Indigenous communities.

Other:

- Strong technical and analytical skills, with attention to accuracy, quality control, and data integrity.
- Knowledge of laboratory licensing and accreditation standards, quality assurance programs, and Infection Prevention and Control (IPAC) principles.
- Ability to apply troubleshooting and problem-solving skills to support staff in remote settings.
- Technological proficiency and familiarity with electronic medical records (EMR), with an understanding of eHealth Saskatchewan laboratory integration.
- Excellent communication, training, and mentoring abilities, with the capacity to support and educate interprofessional team members.
- Demonstrated ability to work independently, manage multiple priorities, and adapt to evolving program needs.
- Commitment to culturally safe, trauma-informed, and client-centered service delivery.
- Knowledge of First Nations health systems and the unique logistical and jurisdictional factors affecting laboratory services.
- Willingness to obtain and maintain all mandatory certifications and competencies required for the position, and to pursue ongoing professional development.
- Valid driver's licence and ability to travel regularly within MLTC communities.
- Ability to speak or understand Cree or Dene is considered an asset.

If you are interested, please apply at <https://www.mltc.net/employment/>

Please be advised, applicants are required to submit: A letter of application, resume stating qualifications and work experience, copies of credentials, current RCMP Security Clearance (Criminal Record Check inclusive of the Vulnerable Sector Check), a copy of your valid driver's license, and three (3) recent professional *supervisory* references.

If you are having trouble with applying, please reach out to the HR Department at hrdepartment@mltc.net

For more information, please contact our Nursing Program Director @ (306) 236-5817.

Deadline: Friday, June 19, 2026

MLTC sincerely appreciates and thanks all individuals for their applications, however, only those selected for an interview will be contacted.