

BLOOD CENTERS OF THE PACIFIC JOB ANNOUNCEMENT

POSITION TITLE: ASSISTANT DIRECTOR – Donor Collections, San Francisco, CA

REPORTS TO: Director

GENERAL FUNCTION:

In accordance with Federal, State, AABB, cGMPs and Blood Centers' policies, procedures, regulations and standards, is responsible for the technical and administrative aspects of the blood centers' collections operations ensuring quality, accuracy and efficiency of all collection functions. Performs other responsibilities as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include, but is not limited to:

Assures quality customer service to all customers.

Responsible for staff management which include hiring, evaluation, counseling, discipline and termination.

Oversees licensed, technical and administrative staff; projects, department training, quality assurance, all collections staff scheduling and participates in revising collection SOPs.

Oversees the monitoring and maintenance of quality control records, including Incident Reports; takes corrective action as necessary.

Formulates and implements strategy for short and long term goals in order to meet changes in service and technology.

Develops and executes project plans to meet department and organizational goals; oversees projects and plans in progress.

Ensures employees' well-being and excellent quality of work life.

Interfaces and works with other blood center departments to maintain efficient collections at sites and mobiles.

Maintains good communication with department director and all external/internal contacts.

Participates in annual budget preparation.

Performs other responsibilities as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: BS/BA in related field

EXPERIENCE: Four years relevant experience in healthcare administration/management; two of which were in a managerial/supervisory capacity.

OTHER: Valid Current California driver's license and acceptable driving record and valid CA RN license.

NOTE: An equivalent combination of education and experience may be considered

SKILLS, KNOWLEDGE, AND ABILITIES:

Well developed leadership, management, communication, planning, organizational, and analytical skills. Must effectively communicate, direct and supervise project activities to ensure beneficial outcomes are met. Knowledge of technical aspects in blood banking including compliance and quality assurance. Knowledge of Federal, State, cGMPs, AABB and other regulatory agencies standards and regulations. Ability to develop and work in a team environment. Ability to interface effectively and harmoniously with employees and public alike; Knowledge in project management, lean manufacturing and/or Six Sigma methodology or the like is ideal.

HOW TO APPLY:

Submit current resume to Human Resources.

SELECTION PROCESS:

Resumes received will be evaluated competitively and only those applicants with the best qualifications will be contacted and scheduled for an interview.

EOE/AA