

## **BLOOD CENTERS OF THE PACIFIC JOB ANNOUNCEMENT**

- POSITION:** Supervisor – Donor Site, Downtown Center
- REPORTS TO:** Manager, SF Region
- GENERAL FUNCTION:** Under general direction and in accordance with Federal, State, AABB, cGMP's, SOPPs, established procedures and regulations, this position is responsible for daily supervision of the collection staff operations. Performs all other duties as assigned.
- ESSENTIAL DUTIES & RESPONSIBILITIES:** Essential duties include the following. Other duties may be assigned. In accordance with established policies and procedures: Assures quality customer service to all customers. Supervises assigned staff including: employee counseling, evaluation, and discipline. Assists Donor Collections Staff with and/or perform medical histories, determination of donor eligibility, performance of venipunctures and review of history forms. Assist with and/or performs difficult venipunctures as needed. Ensures accuracy and completeness donor records, Q/A records, forms, and time records of assigned staff. Participates in error management and follows up on corrective action, as necessary. Work closely with other departments, such as transportation, to ensure units are transported back to manufacturing in a timely manner; Responsible for facilitating inspections of site by regulatory agencies; Trouble shooting any problems that arise involving the site;
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** Sufficient to perform all tasks and to read, understand and follow Standard Operating Policies and Procedures (SOPPs) and regulatory materials
- EXPERIENCE:** One year (full time equivalent) experience in blood collections in a Blood Center or two (2) years experience in a health care field requiring similar skills and responsibilities
- OTHER:** Valid Current California driver's and RN license; acceptable driving record; previous supervisory experience desirable.
- APPLICABLE SKILLS, KNOWLEDGE & ABILITIES:** Ability to read and follow procedures and policies. Proven supervisory skills. Excellent verbal and written communication skills. Well developed organizational skills. Ability to direct staff activities and communicate clearly with staff and all customers. Must be able to sit for periods of time, stand, bend, and stoop. Excellent phlebotomy technique. Ability to assist a donor who may have a reaction and needs assistance from the floor to a chair or bed. Ability to interface effectively and harmoniously with staff, co-workers and members of the public. Ability to trouble shoot any problems that may arise on the day of the mobile. Ability to maintain donor, patient and employee confidentiality.
- 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**