

**BLOOD CENTERS OF THE PACIFIC
JOB ANNOUNCEMENT**

POSITION: **DONOR COLLECTIONS REPRESENTATIVE - RN**
North Bay Center, Fairfield, CA

GENERAL Under direction and in accordance with Federal State, AABB and Blood Center regulations, medical standards, policies, procedures and cGMPs, conducts blood donor interviews and reviews blood donor histories; performs venipuncture preparatory procedures; performs routine and apheresis venipuncture procedures; accepts and defers donors; performs donor education regarding the blood donation process; treats reactions; assumes charge position when necessary; and performs other tasks as assigned.

REPORTS TO: Manager, NBC Collections

SPECIFICS: Two full-time positions; 30+ hrs/wk.; variable hours and days including some weekend work.

MINIMUM QUALIFICATIONS: Education: Sufficient to meet requirements of necessary state licensing
Licensing: Valid CA Registered Nurse license.
Other: Valid CA Driver's License, acceptable driving record, and CPR certification are required; bilingual (English/Spanish) is ideal.

ESSENTIAL DUTIES: Essential duties may include the following; other duties may be assigned: assures quality customer service to all customers; reads and follows all procedural and regulatory requirements; completes donor screening including all procedures relevant to biographic, demographic and medical history information; records method of crediting donations; reviews completed donation record; communicates with, informs, directs and responds to donors and employees regarding any aspect of the donation process; accepts and defers donors as authorized and according to procedure; educates and informs donors of donation process and other aspects of Blood Centers practice; performs venipuncture preparatory procedures including: hemoglobin, hematocrit, pulse and blood pressure readings, and sterile arm preparation; performs venipunctures; treats reactions; performs apheresis procedures as assigned; assists in the donor canteen area; maintains cleanliness of the donor collection area; maintains adequate supply level; drives and transports personnel, blood, material and equipment.

APPLICABLE SKILLS, KNOWLEDGE & ABILITIES: Skill in the performance of like or similar duties with the public; knowledge of medical procedures and conditions; ability to read, understand, and follow Standard Operating Procedures and regulations; ability follow policies and directions and successfully perform all duties including whole blood collections, apheresis, and transfusion therapy procedures in accordance with administrative and clinical policies, regulation and procedures; ability to maintain clear and accurate records; ability to drive and transport materials, blood and supplies from one site to another; well developed verbal, public contact/communication and employee relations skills; ability to interface effectively and harmoniously with employees and the public with tact and professionalism; ability to work varying schedules and fluctuating workloads.

HOW TO APPLY: Submit resume to Human Resources.

SELECTION PROCESS: Resumes received will be evaluated by the North Bay Center on a competitive basis and only those applicants with the best qualifications will be contacted and scheduled for an interview.

EOE/AA