

**BLOOD CENTERS OF THE PACIFIC
JOB ANNOUNCEMENT**

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

GENERAL FUNCTION: 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