

BLOOD CENTERS OF THE PACIFIC
Job Announcement

POSITION:	Phlebotomist/Driver, Millbrae
REPORTS TO:	Collections Director/Manager and Head Nurse, Mobile Operations Supervisor
SPECIFICS:	Two full-time status positions; 30+ hours; variable hours/days
GENERAL FUNCTION:	Under direction and in accordance with Federal, State, AABB and BCP regulations, medical standards, policies, procedures SOPPs and cGMPs, conducts donor interviews, medical histories, venipuncture preparation, venipunctures, collections assistance procedures, prepares for, drives and transports personnel, blood, materials and equipment from one site to another as necessary and required; sets-up and breaks down drives at collection sites, and performs other tasks as assigned.
ESSENTIAL DUTIES & RESPONSIBILITIES:	<p>Essential duties and responsibilities include, but is not limited to, the following; other duties may be assigned.</p> <p>In accordance with established policies, procedures and regulations: assures quality customer service to all customers;</p> <p>Reads and follows all procedural and regulatory requirements;</p> <p>Completes donor screening including all procedures relevant to biographic, demographic and medical history information;</p> <p>Reviews completed donation record and other records as necessary;</p> <p>Communicates with, informs, directs and responds to donors and employees regarding any aspect of the donation process;</p> <p>Accepts and defers donors as authorized and according to procedure;</p> <p>Communicates effectively and courteously with co-workers, volunteers and public on the telephone, in person, and/or in writing; anticipates and addresses problems and concerns; establishes harmonious working relationships and projects a positive image of the organization;</p> <p>Educates and informs donors of donation process and other aspects of Blood Centers practice;</p> <p>Performs venipuncture preparatory procedures including: hemoglobin, hematocrit, pulse and blood pressure readings, and sterile arm preparation and completes requisite documentation;</p> <p>Performs venipunctures according to Standard Operating Policies and Procedures (SOPPs);</p> <p>Assists in blood collection process as directed;</p> <p>Treats reactions;</p> <p>Assists in the donor canteen area;</p> <p>Is responsible for the maintenance and safekeeping of equipment, supplies and materials.</p> <p>Maintains cleanliness of the donor collection area;</p> <p>Drives and transports personnel, blood, materials and equipment from one site to another as necessary and required;</p> <p>Sets up and breaks down collection sites;</p>
MINIMUM QUALIFICATIONS:	<p>Education: Sufficient to perform all tasks and to read, understand and follow Standard Operating Policies and Procedures (SOPPs) and regulatory materials; and</p> <p>Experience: Six (6) months experience performing like or similar responsibilities/duties in a relevant medical setting OR; Completion of an acceptable medical assistant training program (requires proof of completion and course content) plus three (3) months relevant exp.</p>

Other: Valid California Driver's License, Class B with airbrakes OR willingness/ability to obtain such licensure and acceptable driving record; CPR certification.
Ability to move heavy loads up to 40 lbs.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of medical procedures and conditions and ability to understand, follow and successfully perform duties, including whole blood collection, in accordance with administrative and medical policies, regulations and procedures;

Ability to maintain clear and accurate records;

Well developed verbal, public contact/communication and employee relations skills;

Ability to interface effectively and harmoniously with employees and public with tact and professionalism;

Ability to adjust to fluctuating workload and schedule adjustments;

Ability to read and follow Standard Operating Policies and Procedures (SOPPs) and regulations;

Ability to drive and transport marterials, blood and supplies from one site to another.

Skilled in operation of various motor vehicles including donor coach, trucks, vans and passenger vehicles (automatic and standard transmission).

Knowledge and adherence to the California Vehicle Code and rules of the road.

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