



DONOR COLLECTIONS CAREER PATHWAY

1465 Valley Center Parkway, Bethlehem, PA

(610)691-5850

<https://www.giveapint.org>

JOB OPENINGS: <https://www.giveapint.org/job-opportunities/>

**Operations Manager
Donor Collections**

EDUCATION: Bachelor Degree in Science, 10 years Blood Banking experience
 DUTIES: Oversees the Donor Collections Dept. Assure proper staffing, team building and compliance of all company standard operating procedure & policies.
 QUALIFICATIONS: Strong leadership & communication ability. Technical writing skills. Budget management skills. Ability to deal with multiple priorities.

**Fixed Site/Mobile
Collections Manager**

EDUCATION: 3 years blood bank experience. 2 years supervisory experience
 DUTIES: Ensure all drives operate smoothly, safely & efficiently. Write, review and update Collections SOP's. Assure compliance of all dept. SOP's & policies & external regulatory requirements. Supervises department staff
 QUALIFICATIONS: Technical writing skills, supervisory exp., problem solving skills. CPR.

Regional Supervisor

EDUCATION: High School Diploma/GED. 3 years Blood Bank experience
 DUTIES: Supervises department staff to ensure compliance with all policies & procedures. Provide ongoing feedback and support to staff in the areas of performance, conflict resolution & expectations. Participates in interviewing.
 QUALIFICATIONS: Able to handle difficult situations & persons professionally. Knowledge of blood center operations. CPR certified. Valid Driver's License.

**Lead Staff I
Fixed Site/Mobile**

EDUCATION: High School Diploma/GED with competency as a Collection Specialist.
 DUTIES: Responsible for insuring the success of the blood drive. Provide positive customer service. Assure all staff are following company policies. Actively provide constructive coaching to team members. Make donor eligibility decisions.
 QUALIFICATIONS: Able to handle difficult situations and persons tactfully & professionally. Excellent written & oral communication skills. Must be competent in Trima collections. CPR certified. Valid Driver License. Child abuse clearances

Collection Specialist II

EDUCATION: High School Diploma/GED with competency as a Collection Specialist I
 DUTIES: Responsible for the safe collection of plasma, platelet and red blood cells. Acts as a mentor to new staff and is trained in all aspects of both Mobile and Fixed Site collection events. Accurately complete daily QC on equipment.
 QUALIFICATIONS: Provide an excellent donor experience. Ability to solve problems & make

**Collection Specialist I
FIXED SITE/MOBILE**

EDUCATION: High School Diploma/GED. Training in Phlebotomy
 DUTIES: Responsible for the safe screening & collection of whole blood from volunteer blood donors in a compassionate and professional manner. Set up supplies and equipment.
 QUALIFICATIONS: Ability to solve problems & make decisions. Teamwork, computer skills, excellent customer service. Valid driver's license. Able to obtain child abuse clearances

**Collection Screener
(Entry Level)**

EDUCATION: High School Diploma/GED. **NO EXPERIENCE REQUIRED**
 DUTIES: Utilize computer systems to screen donors for blood collection. Takes blood pressure & pulse and checks hemoglobin levels. Determine eligibility for donation.
 QUALIFICATIONS: Valid driver's license. Excellent customer service skills. Excellent written & oral communication skills. Experience using computers & software. Obtain child abuse clearances.

START HERE



CAREER PATHWAYS

1465 Valley Center Parkway, Bethlehem, PA
(610)691-5850

FIND OPENINGS: <https://www.giveapint.org/job-opportunities/>

Business Description

Your Local Community Blood Center

We save lives by partnering with our community to provide a continuous supply of blood products & services

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

Customer Focus – Our Customers Are Our Highest Priority!

Integrity

Trust

Passion - Support our mission with commitment and enthusiasm

Connect with us on Social Media!



<https://www.facebook.com/millerkeystone>



<https://www.linkedin.co>



<https://twitter.com/MillerKeystone>



https://www.instagram.com/miller_keystone



<https://www.youtube.com/user/MillerKeystone>



www.tiktok.com/@millerkeystone