



CASCADE REGIONAL
BLOOD SERVICES

JOB DESCRIPTION

Posting Date:	
Closing Date:	

POSITION DESCRIPTION:

Position Title: Laboratory Services Representative **Department:** Laboratory

Classification: Full Time Part Time **Salary:** _____

REPORTING RELATIONSHIPS:

Position Reports To: Director of Laboratory Services

Supervises: None.

POSITION PURPOSE:

The Laboratory Services Representative will pick-up and make deliveries of blood products and assist Donor Collections and Laboratory as needed.

ESSENTIAL FUNCTIONS & BASIC DUTIES:

1. Pick up and deliver blood components to hospitals in an efficient and timely manner to meet customer needs.
2. Pick up blood from mobiles sites.
3. General deliveries as required: airport, bus station, fixed site supplies, mail, staff and transport biohazard waste as necessary to and from mobile and fixed sites.
4. Prepare and pack donor samples for shipment to off site testing laboratories. Deliver samples to meet the cutoff times set by contract laboratories.
5. Perform driving duties in a safe, friendly and responsible manner.
6. In conjunction with the Component Department maintain monthly schedule for mobile donor blood pick ups.
7. Assist in striping of donor units when requested by donor collection department and help with packaging of blood products/tubes for transport to CRBS.
8. Document and relay any requests, questions, or concerns from hospital staff to Blood Center Management personnel.
9. Answer customer phone line when needed to support CRBS distribution personnel.
10. Maintain confidentiality, wear appropriate attire for the job at hand, and maintain a clean work environment.
11. Actively participate in establishing and maintaining at all times a positive professional attitude toward donors, hospital customer, the public, volunteers, and fellow employees.
12. Maintains CRBS image by wearing appropriate attire and having good grooming standards.

13. Actively participates in establishing and maintaining at all times, a positive professional attitude toward donors, the public, volunteers and fellow employees.
14. Performs other duties as assigned.

QUALIFICATIONS:

Education/Certification: • High school diploma.

Skills/Abilities: • Is capable of lifting 50 pounds with or without accommodation.
• Ability to work without close supervision.

Required: • WA state driver's license with a good driving record, CDL if requested.