



CASCADE REGIONAL
BLOOD SERVICES

JOB DESCRIPTION

Posting Date:	
Closing Date:	

POSITION DESCRIPTION:

Position Title: Laboratory Assistant Department: Laboratory

Classification: Full Time Part Time Salary: _____

REPORTING RELATIONSHIPS:

Position Reports To: Director of Laboratory Services

Supervises: None.

POSITION PURPOSE:

The Laboratory Assistant will manufacture blood components from donor blood, label and irradiate blood products, conduct quality control on laboratory equipment, assist the distribution department by taking orders, packing orders and shipping blood products to customers. As is necessary prepare donor blood samples for shipment to CRBS contract laboratory for testing and drive the samples to the contract lab in the absence of the regular driver. Makes deliveries of blood products to Customers

ESSENTIAL FUNCTIONS & BASIC DUTIES:

1. Prepares blood components such as platelets, liquid and frozen plasma products, red blood cells and leuko-filtration according to standard operating procedures utilizing a variety of specialized equipment (i.e., refrigerated centrifuges, plasma expressors, heat sealers and sterile connecting device).
2. Label and irradiates blood components according to standard operating procedures.
3. Answers phone, takes and processes customer orders, prepare blood products for shipment and arrange for distribution of packages to customers.
4. Performs quality control tests on equipment used in the manufacture and storage of blood components.
5. Creates and maintains records concurrently during the manufacturing processes to meet regulatory requirements for blood product manufacturing.
6. Schedules pick ups and when available make the pick ups of blood from satellites and mobile locations for timely component production.
7. Prepare donor blood samples for shipment to contract testing laboratory for testing and assist in the delivery of the samples when necessary.
8. Delivers blood product orders to customers and supplies to donor satellite stations.
9. Assists in canteen coverage when necessary (usually for late apheresis donors).
10. Maintains a clean and orderly work area.

11. Assists in training and orientation of staff.
12. Maintains confidentiality.
13. Maintains CRBS image by wearing appropriate attire and having good grooming standards.
14. Actively participates in establishing and maintaining at all times, a positive professional attitude toward donors, the public, volunteers and fellow employees.
15. Performs other duties as assigned.

QUALIFICATIONS:

Education/Certification: • High school diploma.

Skills/Abilities:

- Ability to work without close supervision and obtains clarification of information when necessary.
- Is capable of lifting 50 pounds with or without accommodation.

Required: • Valid WA state driver's license with a good driving record.