

BLOOD BANK RECRUITER

NATURE OF WORK IN THIS CLASS:

This is administrative work involved in blood donor recruitment activities for the hospital's blood bank program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and conducts public relations activities designed to promote an effective blood donor recruitment program to satisfy the needs of the hospital; makes arrangements for advertising on radio and television and the newspapers.

Determines blood bank needs and plans and initiates donor solicitation schedules and activities.

Speaks before groups and organizations on blood donor topics.

Establishes and maintains blood bank accounting and record systems; maintains up-to-date donor records; issues blood donor certificates.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of public relations relative to the blood bank recruitment program.

Knowledge of recordkeeping and office practices and procedures.

Ability to develop and implement blood donor recruitment program.

Ability to learn and apply medical terminology required in implementing the blood bank recruitment program.

Ability to interpret, apply and make decisions in accordance with program guidelines.

Ability to work effectively with the public and employees.

Ability to evaluate and recommend changes in blood bank recruiting techniques to improve program effectiveness.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience involving program coordination, public contact and recordkeeping activities and graduation from high school; or

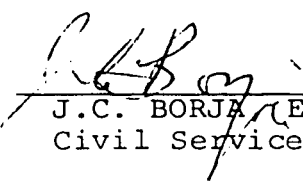
(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: September, 1982

Pay Range: 25



J.C. BORJA, Executive Director
Civil Service Commission