



JOB DESCRIPTION- MOBILE UNIT ASSISTANT

Title: Mobile Unit Assistant

Dept: Facilities

Date: October 18, 2013

Employee: Regular Non-Exempt

Supv: Facilities Manager

Exempt [] **Non-Exempt** [X]

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General Statement

This position is responsible for driving the coach bus back and forth to the mobile blood drives and assisting in the set up and overall operation of mobile blood drives. Incumbent will be responsible for general maintenance, cleaning, loading blood banking equipment and supplies into the mobile coach. Position will assist in segmenting blood products, packing into coolers for transport and with donor adverse reaction care. Provides and maintains good donor/community relations while providing a safe and pleasant experience for the donor as well as collecting a safe, high-quality blood product for the recipient.

Duties and Responsibilities

- Operates and drives, coach/bus, van or blood center vehicles to blood drives within the community as instructed.
- Assists in overall operations and set up of mobile blood drives. This includes: segmenting blood products, safe blood product packaging for transport, and assistance with donor adverse reaction care.
- Perform maintenance checks on bus, pick up and drop bus off at off-site garage for storage, fill with fuel, wash as needed, report mechanical concerns, load and unload bus for blood drives and ensure interior clean before and after blood drive (mop and clean floor after use).
- Understands and follows all safety protocol and standard operating procedures, ensuring records are accurate and complete and recorded in a timely manner.
- Identifies, corrects, and documents any problems that may adversely affect the safety, purity, and potency of the blood products or overall operations.
- Segments blood products, prepares tubes, packages and stores blood products safely for transport.
- Maintains safe driving record and reports accidents or traffic violations immediately to direct supervisor and human resources.
- Maintains confidentiality of donor/patient information and provides excellent customer service to internal and external parties.
- Performs other duties as defined.

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the incumbent in this position.”

Qualifications Required

Education/Certifications:

- High school diploma or equivalent.
- Valid CDL/B, IL driver's license with air brake endorsement.

Experience:

- Recent operator of a vehicle requiring an IL CDL/B driver's license.
- Experience driving a bus/coach vehicle preferred.
- 3 plus years safe driving experience and safe driving record in accordance with the IDOT (IL Dept. of Transportation). Two moving violations in a 3 year period may result in termination of employment.
- Must maintain a DOT (Dept. of Transportation) Medical Card.
- Must agree to be part of a random drug-testing program as required by the Federal Motor Carrier Safety Administration, section 49CFR382. Failing the drug test will result in termination of employment.

Experience Includes:

- Excellent driving skills and acceptable driving record.
- Strong customer service and communication skills.
- Good PC skills.
- Understanding of cGMP's and industry compliance regulations with ability to strictly adhere to operations procedures and guidelines.
- Good understanding and ability to meet all safety protocols and guidelines.
- Strong detail orientation, multi-tasking, coordination and time management skills.
- Experience working with the public and in the community with ability to be a strong advocate for and quality representative of the blood center.

Any combination of equivalent education and work experience will be considered.

Competencies Required:

- Attention to Detail/Handling Detail
- Communication
- Passion for the Mission
- Customer Oriented
- Independence/Ownership
- Technical/Professional Knowledge
- Time Management
- Integrity

The Physical Aspects of the Position (Check all that apply)

1. *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
2. *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces.
3. *Stooping* - Bending body downward and forward by bending spine at the waist.
4. *Kneeling* - Bending legs at knee to come to a rest on knee or knees.
5. *Crouching* - Bending the body downward and forward by bending leg and spine.
6. *Crawling* - Moving about on hands and knees or hands and feet.
7. *Reaching* - Extending hand(s) and arm(s) in any direction.
8. *Standing* - Particularly for sustained periods of time.
9. *Walking* - Moving about on foot to accomplish tasks, particularly for long distances.
10. *Pushing* - Using upper extremities to press against something with steady force order to thrust forward, downward or outward.
11. *Pulling* - Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
12. *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
13. *Manual dexterity* - Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling.
14. *Grasping* - Applying pressure to an object with the fingers or palm.
15. *Talking* - Expressing or exchanging ideas by means of the spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly.
16. *Hearing* - Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery.

17. *Repetitive motions* - Substantial movements (motions) of the wrist, hands, and/or fingers.

The Physical Requirements of the Position (Check one)

1. *Sedentary Work* - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body.
Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2. *Light Work* - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
3. *Medium Work* - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
4. *Heavy Work* - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
5. *Very Heavy Work* - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception and field of vision (Circle one)

1. *Machine Operations* - inspection, close assembly, clerical, administration - This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection.
2. *Mechanics* - skilled trades people - This is a minimum standard for use with those whose work deals with machines such as power tools, lathes and drills.
3. *Mobile Equipment Operators* - This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment.
4. *Other* - This is a minimum standard basis on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

The Conditions the Worker will be Subject to in This Position (Check all that apply)

- 1. The worker is subject to inside environment conditions.
- 2. The worker is subject to outside environment conditions.
- 3. The worker is subject to both environmental conditions. (Activity occurs inside and outside)
- 4. The worker is subject to extreme heat or cold for periods of greater than one hour.
- 5. The worker is subject to noise which would cause them to have to shout.
- 6. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc.

Employee Signature Date Supervisor Date