



American Red Cross

**AMERICAN RED CROSS BLOOD SERVICES
SOUTHERN REGION**

Employment Opportunities effective November 27, 2009

Send resumes to listed email address

Fax: (770) 852-4929

Website: www.givebloodredcross.org

POSITION TITLE	SALARY	LOCATION	DATE POSTED	HOURS
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MANUFACTURING

QC Lab Technician

May perform sample preparation, match products to test results, and perform automated and manual test procedures on blood samples to assure the safety, quality, potency and purity of the blood supply. Adhere to explicit standard operating procedures and interpret test results in accordance with the applicable regulatory requirements. Comply with safety policies and procedures in the work area and use applicable protective equipment at all times to prevent exposure to potentially infectious blood and body fluids. Comply with the Clinical Laboratory Information Act (CLIA). Perform all duties and responsibilities in compliance with standard operating procedures, Safety Quality Identity Potency Purity (SQUIPP), regulations outlined in the Code of Federal Regulations (CFR), Occupational Safety and Health Administration (OSHA) and other applicable Federal, state and local regulations. May perform and interpret basic and advanced technical procedures on blood samples and complete required quality control. Recognize testing irregularities, identify the cause, determine the solution and resolve the problem or refers it to the appropriate level. Identify, record, prepare and distribute samples for units, which initially test as reactive or require retention or further testing (where region is performing testing function). Maintain, edit and review computer and manual records to assure accurate record keeping. Maintain equipment, reagents and other stock to assure the quality and accuracy of laboratory test procedures. Perform the quarantine and disposal of bio-hazardous blood products and maintain applicable records. Participate in training of new employees. Know and ensure compliance with applicable federal, state and local laws, ARCBS directives and regional requirements pertaining to blood banking and safety. Adhere to quality assurance procedures and good manufacturing practices. Perform other related duties as necessary. May provide work guidance and training for new technicians.

Qualifications: Medical Laboratory Technician (MLT) or equivalent certification where required. Minimum one year of blood bank experience preferred. State license may be required where applicable.

Recruiter: Terrance S. Lockett Grade 6 Douglasville, GA Weekend Shift
Job Number: 09-228 **11/20/2009 – 11/27/2009**
LockettTS@usa.redcross.org

QUALITY ASSURANCE

Quality Assurance Specialist

Reviews, assesses and monitors records, processes and systems at the critical control points in the manufacturing process. Monitors the implementation and effectiveness of corrective actions. Assists operating entities in preparing for, hosting and closing out internal and external inspections/audits as necessary. Identifies manufacture, testing and/or distribution of biomedical products or services that are compromised and take appropriate actions.

Qualifications: Minimum 2 year degree in applicable field of study or equivalent job experience plus two years experience in a GMP. Associates degree or equivalent related experience. Must be attentive to detail: problem-solving skills, good communication- both oral and written, and computer skills.

Recruiter: Terrance S. Lockett Grade 8 Douglasville, GA Open till Filled 1st Shift
Job Number: 09-220
LockettTS@usa.redcross.org

COLLECTIONS ADMINISTRATION/COLLECTION SUPPORT

Collection Support Specialist (Administrative Assistant III) – 2 Openings

Manages Problem Management paperwork flow. Manages Customer Concern paperwork flow. Manages communication of changes to staff. Serves as a resource concerning regulatory matters. Works through Equipment Management to distribute and track equipment and ensure periodic maintenance requirements are met. Works through the Education Department to coordinate the flow of educational/assessment materials, track educational needs of staff and enter staff information into BiTS Running Learning Needs Report.

Monitors/tracks staff performance metrics for problem rate, QNS and deferral rates, products per donor, customer concerns. Provides written reports to COM/COS monthly regarding staff performance metrics and actual and/or potential regulatory issues. Site visits

Qualifications: Minimum three years related work experience, or the equivalent job knowledge and skills.

Knowledge of organizational policies and procedures related to blood collections. Experience working as blood collection staff with the ARC preferred. High school diploma and specialized business or secretarial training preferred

Excellent organizational skills and the ability to handle multiple priorities effectively. Excellent verbal and written communication skills.

Excellent customer service skills. Professional appearance and demeanor

Proficient in MS Office software applications (Word, Excel, Access, Outlook). Ability to prepare and edit complex documents Reports to Collection Support, however works in close relationship with Collections Operations Managers/Collections Operations Supervisors in the district (Metro Mobiles).

Recruiter: Terrance S. Lockett TBD Douglasville, GA Open till Filled 1st Shift

Job Number: 09-221 & 09-222

LockettTS@usa.redcross.org

DONOR MANAGEMENT

Records Management Specialist

Receive and reconcile all batches of BDRs and takes responsibility of identifying and follow up for missing Batches. Responsible for the 200% review of all BDRs and any associated documents in a batch. Take appropriate immediate action (i.e. initiating applicable forms and notifying departments of the discrepancy) when necessary to gain control of suspect products. Receive and reconcile all batches of BDRs and takes responsibility of identifying and follow up for missing Batches. Performs 100% review of BDRs when it cannot be performed at the collections site. Performs 200% review of BCO Daily QC Records, identifies discrepancies and determines if the discrepancy affects SQUIPP of products.

Qualifications: High school diploma or equivalent is required. Preferred previous medical training and/or experience such as CNA, MOA, LPN, RN, LT, Phlebotomist etc. Excellent organizational skills and ability to handle multiple priorities effectively. Analyze problems, recommend appropriate solutions and ability to assimilate information quickly. Excellent written and oral communication skills to deal with all levels of staff from different departments. Basic computer knowledge.

Recruiter: Terrance S. Lockett TBD Douglasville, GA Open till Filled

Job Number: 09-227

LockettTS@usa.redcross.org

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TBD

PROFESSIONAL

Reference Laboratory Technologist II

Consult and communicate with the staff of hospitals in order to resolve serological problems and supply antigen-negative or other special units to transfusion recipients. Perform and interpret serological testing procedures on specimen submitted for problem resolution and/or compatibility testing. Perform, review and approve quality control on products, reagents and equipment. Maintain the required records and files. Assist with the maintenance and repair of laboratory equipment. Know and oversee compliance with applicable ARCBS directives, federal and state regulations, and local policies and procedures pertaining to blood banking and safety. Adhere to quality assurance procedures and good manufacturing practice. Perform other related duties as necessary.

Qualifications: BS degree in Medical Technology (MT) or related field and ASCP or equivalent certification required. Two years blood bank experience required and SSB or equivalent preferred.

Recruiter: Jordan Rodger TBD Douglasville, GA Open till filled 4PM – 2AM

Job Number: RefLabTech

Rodgerja@usa.redcross.org

(Flexible with hours and days)

Reference Laboratory Manager

Responsible for management and control of all daily laboratory operations, including all laboratory staff, budget, environment and work processes. Assure compliance with safety policies and procedures in the work area. Demonstrate excellent customer service, interpersonal skills and positive professional image. Assume responsibility for the laboratories compliance with standard operating procedures and interpretation of test results in accordance with the applicable regulatory requirements. Perform all duties and responsibilities in compliance with standard operating procedures, Safety Quality Identity Potency Purity (SQUIPP), regulations outlined in the Code of Federal Regulations (CFR), Occupational Safety and Health Administration (OSHA), Clinical Laboratory Information Act (CLIA), and other applicable Federal, state and local regulations.

Major Responsibilities: Responsible for the management of laboratory staff including, but not limited to, hiring, training, coaching, evaluating and disciplining to ensure a well-qualified team and to enhance operational success. In conjunction with the Medical Director, provide guidance to ensure appropriate patient care. May oversee planning process and ensure that long-range goals are established for laboratory supervisory staff. May be responsible for managing the budgetary process and approving reagent and equipment purchases. Ensure all regulatory compliance in area or responsibility, as well as initiate actions to foster a quality driven environment. Serve as a resource for supervisors for complex technical issues. Ensures the IRL participation in the American Rare Donor Program and Diagnostics Manufacturing Division. Coordinate the installation of new or revised tests and procedures, ensuring appropriate quality control in accordance with SOPs, CFR and OSHA regulations. Ensure compliance with state and federal regulations, AABB/ASHI standards, ARCBS directives and regional policies and procedures. May perform and interpret basic and complex donor and/or patient testing procedures and complete required quality control, as appropriate to state and federal regulations. Recognize testing irregularities, identify the cause, determine the solution and resolve the problem. May perform manufacturing duties associated with special blood products, if applicable. May perform labeling and verification of blood products. Adhere to procedures and good manufacturing practices (GMP). Ensure laboratory training is completed in compliance with established guidelines. May write, organize and maintain departmental procedure manual. May be responsible for the accuracy of computer and physical blood component inventories. May ensure staffing needs are met.

Qualifications: Bachelor's degree in a biological or related field and preferred SBB (ASCP) certification/equivalent. Masters degree preferred. At least 5 years of directly related experience including 2 years laboratory experience in high complex immunohematology testing and 2 years of management in an IRL or equivalent hospital setting required. Effective communication and interpersonal skills required.

Recruiter: Jordan Rodger Grade 12 Douglasville, GA Open until filled 1st shift (varies)
Job Number: RefLabMgr
Rodgerja@usa.redcross.org

TELERECRUITMENT

Telerecruiter

Recruit prospective blood donors from a variety of sources by phoning individuals, groups, organizations, businesses, churches and schools. Contact previous, special, apheresis or whole blood donors to increase the frequency of donations and increase the number of donors at fixed sites or mobile unit blood drives to meet the collections goals. Positively affect the quality of service to donors and groups, increasing the availability of blood products. Coordinate reminder calls, follow-up, logging of data, maintenance of records and special projects to achieve established goals. Perform all duties and responsibilities in compliance with standard operating procedures.

Qualifications: High school diploma or equivalent required. Minimum one year of telephone and customer service or telemarketing experience is preferred. Computer experience, excellent customer service and problem-solving skills required. Effective verbal communication skills, the ability to work with potentially difficult customers, and work in a fast-paced environment is required.

Recruiter: Jamie Basler \$10.00/hr Kennesaw Open till Filled Varies
Kennesawjobs@usa.redcross.org
Job Number: Evening shift available (3pm-9pm or 4pm-10pm)

GENERAL SERVICES

Stock Inventory Assistant II

Perform a variety of duties involving the receipt, storage, distribution and payment of office supplies and materials. Perform all duties and responsibilities in compliance with standard operating procedures, Safety Quality Identity Potency Purity (SQUIPP), regulations outlined in the Code of Federal Regulations (CFR), Occupational Safety and Health Administration (OSHA) and other applicable Federal, state and local regulations. Major Responsibilities: Verify materials and supplies against receiving documents. Note and report discrepancies and obvious damages of supplies and materials received. Route materials to the appropriate department or storage location. Store and stack materials according to prescribed methods. Take inventory of stored materials. May order and replace supplies. May be required to drive to other sites to pick-up/deliver materials and supplies. May be required to operate a forklift. Perform other related duties as necessary.

Qualifications: High school diploma or equivalent preferred. Minimum of one year of related work experience is preferred. Basic reading, writing, communications and math skills required. Knowledge of general office procedures and practices is preferred. May be required to be certified in fork lift operation. Valid driver's license and clean DMV record may be required. Essential Functions/Physical Requirements: May be required to lift or move up to 75 pounds and push carts with loads up to 200 pounds. This position is in OSHA III in view of the fact that normal work involves no exposure to blood or blood components and/or human body fluids or tissue samples as a result of splashes, spills, and/or needle sticks or performance of or assistance in first aid.

Recruiter: Terrance S. Lockett TBD Douglasville, GA Open till Filled 8:30am-5:00pm
Job Number: 09-231
LockettTS@usa.redcross.org

**AMERICAN RED CROSS BLOOD SERVICES
SOUTHEAST DIVISION**

Quality Assurance Specialist or Associate

Reviews, assesses and monitors records, processes and systems at the critical control points in the manufacturing process. Monitors the implementation and effectiveness of corrective actions. Assists operating entities in preparing for, hosting and closing out internal and external inspections/audits as necessary. Identifies manufacture, testing and/or distribution of biomedical products or services that are compromised and take appropriate actions.

Qualifications: Associates degree or equivalent related experience plus one year experience in a GMP environment.

Recruiter: Jordan Rodger Grade 8 Columbia Open till Filled 1st Shift

Job Number: 2009-053

Rodgerja@usa.redcross.org

Senior Project Engineer – Project Office

The Senior Project Engineer typically coordinates the analysis and/or implementation of manufacturing and administrative processes. The Senior Project Engineer will initiate projects that improve productivity and procedures, reduce cost, and improve quality and compliance in an FDA regulated environment. The Senior Project Engineer designs and plans layout for such activities as collection, manufacturing and distribution of blood products.

Major Responsibilities: Provide hands-on expertise in cellular workflow, process design, perform time and work studies, improve efficiency, line performance, changeover effectiveness, capacity utilization, reduce rework and waste. Provide support in problem solving with regards to defects, errors, and non-conformance. Ensure plans for the arrangement of machines within manufacturing and distribution facilities to ensure most efficient and productive layout. May incorporate inspection and test requirements into the production plan. Inspects performance of machinery, equipment, and tools to verify their efficiency, and investigates and initiates corrective action of problems and deficiencies to ensure product quality assist in the development and promotion of lean enterprise process flow in both manufacturing and administrative processes to eliminate waste. Supports and facilitates ongoing growth and cost reduction by conducting Kaizen events and Lean Training. Develop manufacturing processes that are applicable to statistical process control and Six Sigma standards.

Qualifications: Bachelor's degree, preferably industrial engineering, or equivalent work experience in related field. Significant project management experience. Demonstrated analytical and technical skills preferably in Six Sigma or Lean Enterprise: Strong communication skills including group facilitation and technical writing. Knowledge of healthcare, healthcare manufacturing, pharmaceutical or other closely related industry experience typically required.

Recruiter: Terrance S. Lockett Grade 12 South East Division Open till Filled Varies

Job Number: 09-206

lockettTS@usa.redcross.org

General Services Coordinator

Assist in the management of ARCBS properties, facilities and vendor contracts. Direct the maintenance and repair of buildings, labs, offices and grounds. Monitor fleet, couriers, warehouse, and mobile support activities in support of daily operations. May oversee receipt, inventory and distribution of materials. Must be detailed oriented. Direct the work of service vendor staff involved with the maintenance, repair and upkeep of buildings, grounds, donor centers and equipment (Biomedical and other). May perform receipt of inventory and distribution of materials. Assist in the annual budget preparation to support General Services support operations. Oversee work performed by outside contractors. Work closely with property owners and District managers to address issues affecting Southern Region properties and staff. Candidate may assist in writing, organizing and maintaining technical sections of the department procedure manual. Assists with managing the budgetary process. Perform other related duties as necessary. Will support Northeast District (Gainesville, Athens) and West Central (Columbus and Macon). 40% travel required.

Qualifications: High school diploma required. Minimum of four years related work experience is required. Practical skills and knowledge of building maintenance and material management required. Technical knowledge required: Facilities, Fleet Management, Courier Service, Material Management, Mobile Support, Budget Management and Reporting (spreadsheet) abilities. Candidate must have excellent communication, organizational, decision-making, computer skills and ability to formulate a budget.

Recruiter: Terrance S. Lockett TBD Douglasville, GA Open till Filled Varies

Job Number: 09-204

LockettTS@usa.redcross.org

**We are an equal opportunity employer
EOE
Committed to Diversity!**