

Foundation for Karl Landsteiner Blood Centre

One Team- One Mission

Phlebotomist

Serving our valued donors by collecting blood with the least amount of ouches!

Overview

Performs phlebotomy and collection procedures and processes related to the collection of whole blood (and/or blood components) from donors according to the organization's policies and procedures, the Food and Drug Administration (FDA) regulations, and American Association of Blood Banks (AABB) standards.

Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the duties and responsibilities performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Obtains medical history and vitals from donors and/or patients
- Performs phlebotomy and collection procedures to collect blood or blood components
- Displays excellent customer service and professionalism towards all customers
- Assists with the recruitment of potential apheresis, and bone marrow donors.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:

High School diploma or equivalent.

Certificates, Licenses, Registrations, and Designations:

Diploma in Medical Laboratory Technology approved by State Medical Faculty or Skill Council of India

Knowledge, Skills, and Abilities:

- Ability to read, understand and follow documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to organize work for timely completion

- Ability to follow oral and written instructions
- Ability to speak effectively before groups of customers or employees of the organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to speak, write, read, and understand English
- Basic computer skills including knowledge of Microsoft Office applications

Environmental Requirements:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

- Functions are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as inclement weather, atmospheric elements and pathogenic substances. Performance of this job could expose the employee to blood-borne pathogens. Employee will experience close/small work spaces on mobile unit buses. Vibration and motion are common on mobile unit buses. The noise level in the work environment is usually moderate