

Donation & Recovery Coordinator

Life Alaska Donor Services is dedicated to transforming lives, supporting families, and serving our community through organ and tissue donation. Being the only tissue bank in the state of Alaska, we provide services statewide. We are looking for dedicated and knowledgeable staff to join our team and help serve Alaskans.

Description: Responsible for responding to potential donor referrals, providing donor pre-screening and screening, initiating family/donor contact (e.g., obtaining authorization, including informed consent for living donors or authorization for donation or notification of donation for registered deceased donors), and completing necessary documentation to activate donation process. Will assemble teams and coordinate all other logistics necessary to facilitate tissue recovery/acquisition. Perform all activities related to the surgical recovery of life saving and healing tissue from generous donors. This includes the ability to lead a team which includes but is not limited to recovery site preparation, surgical assisting, surgical recovery, and safe preservation of donated tissues. Materials management responsibilities including maintenance of inventory, supplies, and equipment for donation activities. Assist with ongoing development of referring agencies as well as assisting in meeting professional and public education goals, or other duties as assigned.

This is full-time position with on-call responsibilities. To be successful in this position you must be willing and able to offer significant flexibility in your schedule as case activity may occur any hour of the day or night. Must be able to travel within Alaska.

Qualifications & Skill Sets

- ◆ Two years of medical experience and/or training
- ◆ High School Diploma or GED is required
- ◆ Knowledge of Human Anatomy and Medical Terminology is required
- ◆ Surgical skills and experience, with knowledge and understanding of sterile technique in an OR setting, is preferred
- ◆ Previous experience in tissue or organ recovery preferred
- ◆ Experience or training in the field of death or dying preferred
- ◆ Strong verbal, written, and interpersonal skills
- ◆ Multitask with a team, assign priorities, and ensure efforts are accomplished in a timely and efficient manner

Key Requirements & Physical Demands

- Must be able to stand for long periods at a time, up to eight (8) hours
- Must be able to clearly and effectively communicate with all personnel
- Must be able to work in a group setting and with the general public
- Travel is essential; consequently, the employee must be prepared to travel by automobile and/or airplane
- Must be able to move negligible weights frequently, and occasionally move up to 40 pounds unassisted
- Extended hours and on-call as assigned to average 10-12 days per month (nights, weekends, holidays)
- Attend organizational activities that occur outside of routine business hours and days
- Office work may be generally sedentary, in an office environment, working at a desk, and operating a personal computer
- Work continuously requires vision, hearing, and talking
- Frequently move about inside of the office and suite to access file cabinets, office machinery, offices, etc.
- Donation related functions require long periods of standing, use of hands and arms to perform technical procedures
- Specific vision abilities include close vision, depth perception, and ability to adjust focus
- Hand-eye coordination and manual dexterity are crucial to successfully perform technical procedures

Required Documents

- Must provide proof of current vaccinations for the Hepatitis B Series, MMR, Varicella, as well as a current TB test. If completed, provide proof of flu vaccine for the current flu season (Nov. 1-April 1).
- Must have a valid Alaska driver's license
- Must have insurance that meets the minimum Alaska requirements and be accepted for coverage on Life Alaska's auto insurance policy.

How to apply

Qualified candidates only, please email resume to HR@lifealaska.org or fax to **Attn: Donation Services department at 907-562-5333**. Please include the position you are applying for in a cover letter OR in the subject line of the email. Links to a resume will not be an acceptable form for submission.