Title: Mobile Unit Assistant

Pay Scale Group: 86L

**Essential Function**

Support all activities of the Medical Mobile Unit. These duties include driving the unit, stocking and maintaining inventory, setting-up for operation, following blood packaging procedures, assisting the Medical Mobile Unit staff, and daily cleaning and inspection of the unit.

**Characteristic Duties**

Assist the Medical Mobile Unit staff as draw site. Duties include setting up draw equipment, assisting with donors, collecting donor forms, properly labeling blood bags and pilot tubes, stripping and segmenting blood units, packing units for return, assisting with daily quality control functions, and returning blood back to bank at the end of the day. Will assist with donor reactions, blood and body fluid spills, and other miscellaneous duties.

Operate 40 feet Medical Mobile Bus (requires a Class B CDL) to and from the draw site or operate a van or truck to transport all necessary equipment for a draw to and from the site. On operation of the bus, responsible for transporting Medical Mobile Unit staff. Inspects, cleans, services, and maintain vehicle(s). Prepare related vehicle reports as required.

Maintain inventory on Medical Mobile Units. Replace all medical supplies, fill donor recovery coolers, call components for daily blood bag type and time of mid-draw blood pick-up, and stock the mobile unit with the proper blood bags.

Perform related duties based on departmental need.

**Minimum Qualifications**

High school diploma or GED equivalent. Ability to lift up to 100 pounds and be able to demonstrate a full range of motion for bending, stooping and lifting; current valid driver's license with an acceptable driving record; requires a commercial driver's license; and six months experience in operation of large vehicles.

**Unusual Working Conditions**

May be exposed to unpleasant odors. May work evenings and weekends. May travel overnight. Exposure to biohazard us products and body fluids.