

## **Job description**

Birth Tissue Donor Services honors a mother's decision to donate birth tissue in support of the need for transplantable human tissue. The generosity of these donors enables breakthrough medical applications that restore vision and heal burns or surgical wounds for countless others.

BTDS strives to be the preferred choice partner for birth tissue donation and to provide exceptional service to our hospitals, physicians, and expectant parents. We are looking for ambitious team members who have a strong work ethic, integrity, and a shared passion for our mission.

We are currently seeking one full-time Area Recovery Manager to join our team in Helena, Montana. You'll be responsible for a range of management and administrative tasks while also servicing the assigned BTDS hospital(s) by handling all tasks related to the birth tissue acquisition process.

BTDS follows all hospital policies, regulations, and procedures as well as aseptic technique and OR protocols. Professionalism and a positive attitude are a must while representing BTDS.

### **Duties Include:**

- Managing day-to-day operations of local office, including tracking and ordering of supplies
- Managing local staff, if applicable; tasks include approving PTO requests, verifying timecards, evaluating performance, and coaching/guiding direct reports
- Handling issues with and education of local hospitals, doctors' offices and other BTDS hospitals, as needed
- Assisting VP of Recovery Operations, Director of Development and Coordinators with hospital relations
- Conducting in-services per request
- Completing informed consent, donor screening and acceptability with potential donors
- Acquiring birth tissue
- Coordinating transportation of acquired tissues, blood samples and/or cultures to assigned destinations
- Completing donor chart documentation thoroughly and accurately
- Assisting in the field and helping other recovery coordinators complete their cases; fills in as needed for RCs who are unavailable and also assists during times with heavy case volumes
- Traveling to other BTDS locations as needed and as available, with potential for overnight stays
- Assisting with audits and training/annual competency preparation such as copies, agenda and documentation, etc.
- Providing field support to include but not limited to: preparation of BTDS portfolio/donor registration packets, kit prep, expo/marketing opportunities, onboarding/training file preparation, donor ID logs, supply logs, promotional supplies, etc.
- Handling incoming/outgoing shipments (FIFO supply log), phone calls, and visitors
- Assisting local BTDS leadership in supply preparation and case activity

### **Minimum Qualifications:**

- High school diploma or GED
- Valid state driver's license and reliable transportation
- Basic understanding of medical terminology or experience desired

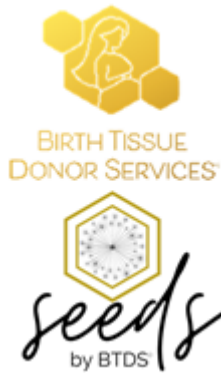
**Preferred Qualifications:**

- Associate degree or successful completion of a health care technical or professional program (Allied Health, EMT, Nursing, CST/ST, or Hospital Corpsman)
- At least one year of experience in health/medical field; surgical experience and/or OPO, tissue recovery, and/or eye banking experience preferred
- Supervisory or management experience
- Administrative/office management experience and basic computer skills
- CTBS or preparing to obtain CTBS
- Proficiency in sterile and aseptic technique

**Job Type:** Full-time

**Pay:** Compensation is a combination of salary and case pay with potential bonuses

**Job Type:** Full-time



**Brent Harris, SPHR**

Human Resources Manager, Birth Tissue Donor Services

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