

POSTED 12/12/11

**New England Organ Bank
Job Description**

Job Title: Tissue Surgical Recovery Coordinator Level I, II, and III
Department: Tissue Services
Reports to: Manager, Tissue Recovery Services
FLSA status: Non-Exempt
Prepared by: Assistant Director, Tissue Recovery Services

SUMMARY (for all levels):

Primary responsibility includes responding to tissue recovery cases during scheduled "on-call" periods, providing the technical support for all aspects of tissue recovery commensurate with qualifications and designated level. The TSRC may be required to assemble required supplies, drive NEOB vans to and from recovery sites and gather equipment for clinical recoveries. The TSRC performs other clinical support related responsibilities during times when "on-call" without the possibility of pending events. This position is an "on-call" position and does not have regularly scheduled hours. There are four levels within this job family. Each level is differentiated by increased levels of experience, credentialing, knowledge skills, abilities, problem solving, decision making authority, responsibilities for others and management potential.

WORKING CONDITIONS (for all levels):

- Overtime work may be required, unpleasant odors, slippery surfaces, fly in small aircraft, work in operating rooms/morgues at hospitals/funeral homes/medical examiners offices, exposure to human tissue and associated hazards and biohazards, temperature variations, normal office conditions, frequent automobile travel and extensive on-call hours.
- Rotates call schedule, carries a mobile phone with paging capabilities and travels throughout the New England Area.

ESSENTIAL DUTIES AND RESPONSIBILITIES of a TSRC Level I (Team Member):

- Participates in the tissue recovery schedule as set forth by the Tissue Recovery management.
- Provides for the procurement of tissue in accordance with all NEOB SOP's.
- Covers for the Central Processing Coordinator and assist when needed.
- Attends regularly scheduled technical meetings and NEOB staff meetings.
- Completes other duties as assigned by the Manager, Tissue Recovery Services

QUALIFICATIONS for TSRC Level I (Team Member):

- Minimum of 1 year experience as a Surgical Technician or high school diploma and 1 year relevant experience in an OPO or Tissue bank.
- Operating room experience preferred.
- Valid state driver's license
- Excellent communication skills and attention to detail required.
- Must be physically able to lift 75-100 pounds and capable of performing work responsibilities for extended hours.
- Must be able to work extended hours.

Why work with a not for profit such as New England Organ Bank?

- 1) You get to contribute to your community and to the reputation of the best hospitals in the country on a daily basis by working with a mission driven organization
- 2) Your professional development and training is our priority
- 3) The organization is focused on work/life balance and provides a very generous benefits and compensation package

“The fact that I could learn exactly how my husband’s cornea, tissue, bone etc., has helped improve the lives of others was especially touching. To think that he helped to restore someone’s sight was very emotional and gave some meaning to his death”

CONTACT:

Due to the overwhelming number of resumes and inquiries we receive, phone calls will not be accepted. Please click on the link to apply for the open position: [NEOB application](#)