

POST: ASSISTANT BLOOD DONOR ORGANIZER

- **QUALIFICATION:** Training in Public Relations at tertiary level.

Additional training in Public Speaking and Administration are especially important.

DUTIES:

Deputise and assist the Blood Donor Organizer to plan and organize the Blood Donor Recruitment Programme Island wide by:

1. Contributing to the education recruitment and motivation of potential donors.
2. Establishing and maintaining contact with businesses and private sector organizations, to arrange attendance of voluntary donors at collecting centres.
3. Producing and distributing material for publicity and educational programmes.
4. Assisting in the supervision of staff in the donor organizing section, including the recruitment and registration of donors and efficient maintenance of donor records.
5. Assisting in the planning and scheduling of mobile operations in order to ensure adequate levels of donation on a continuous basis.
6. Undertaking the duties and responsibilities of the Blood Donor Organizer during the absence of that officer.

7. Maintaining contact with medical personnel directly involved in patient care eg. Doctors and Nurses to solicit assistance in motivating relatives and friends to donate blood.
8. Establishing education programme in schools and communities in order to generate public awareness of the service and the needs of the organization.
9. Maintaining constant public sensitivity through the media – press, radio and television.
10. Assisting in the promotion of the Blood Transfusion Service by performing public speaking engagements in schools, places of business and service clubs.
11. Organizing voluntary committees in all communities.