



Organ Donation Allocation Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	187341
<i>Job Title:</i>	Organ Donation Allocation Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Organ Donation
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Determines suitability of potential cadaveric donors. Deals with death and grieving families in a caring and professional manner. Coordinates activities related to whole body donation with internal and external customers. Communicates directly with the healthcare personnel and next of kin to relay pertinent donor information, and arranges transportation of donors. Serves as a representative of the potential donor, donor's family or appointed agent. Administers assigned budget. Monitors current operating procedures and ensures that department policies represent industry best practices and are in compliance with local, state and federal regulations. Recruits, screens, hires, trains and directly supervises all assigned staff. Provides education and consultation about whole body donation.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	in related field(s)
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
X		6 years	handling deceased bodies
X		3 years	in a supervisory capacity in a mortuary or associated donor program.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Fundamental knowledge of human anatomy and demonstrated knowledge of human relations and effective communication skills are also required.

Licenses

Req	Pref	License(s)
X		Current California Funeral Service Directors license.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			certification with the National Board of Funeral Service Education

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Determines suitability of potential cadaveric donors utilizing information from medical records, laboratory and diagnostic tests, input from family members/ other appropriate persons.				
Deals with death and grieving families in a caring and professional manner. Provides families with information surrounding donation and offers appropriate options. Conducts donation discussion with legal next of kin and documents authorization per policy. Conducts and documents appropriate medical/social history with next of kin and/or other appropriate persons to ensure timely filing of Certificates of Death.				
Coordinates activities related to whole body donation with internal and external customers to ensure the timely recovery of remains, including participating agencies such as hospital, ME/coroner, transportation vendors, and funeral directors. Vets external vendors when necessary and assists in preparation of arrangements, as necessary with donor families, as well as procuring tissue for researchers and educators who rely on donors to further their research, training and development.				
Communicates directly with the healthcare staff and next of kin to relay pertinent donor information, and arranges transportation of donors. Reports and provides required documentation and follow-up information to appropriate parties.				
Serves as a representative of the potential donor, donor’s family or appointed agent. Displays respect for the donor and donor family at all times and maintains donor confidentiality. Accurately completes donor records/chart corrections in a timely manner. Maintains medical information database for all donors.				
Administers assigned budget. Authorizes expenditures, monitors account reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepares financial reports as required. Analyzes data for trends or conclusions and presents results and recommendations to director/chair. Directs ongoing purchasing activities.				
Monitors current operating procedures and ensures that department policies represent industry best practices and are in compliance with local, state and federal regulations. Oversees and provides confidence that all ethical and legal measures are followed in properly caring for the specimens. Identifies industrial trends and proposes or makes operational changes to maintain currency.				
Recruits, screens, hires, trains and directly supervises all assigned staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required. Oversees onboarding and orientation of new employees to ensure that duties, responsibilities, work requirements and performance standards are clearly understood. Participates in a self-scheduling process that ensures the department is appropriately staffed 24/7, 365 days a year.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides education and consultation about whole body donation for the Keck School of Medicine, public organizations or referral centers/practices. Serves as a community consultation resource through media, telephone and internet links for information about whole body donation. Helps to maintain department website and ensures that information is timely and accurate.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.