



JOB DESCRIPTION

Job Title:	Regional Director	Prepared By:	Human Resources
Reports to:	Chief Operating Officer	Approved By:	VP of HR
FLSA Status:	Exempt	Date:	July 2019

Donor Network West's mission is to save and heal lives through organ and tissue donation. We honor and respect the donors and families we serve with compassionate care, and inspire our communities to donate life. Every employee at DNW is responsible for fostering an organizational culture that is based on collaboration, support, and service. This includes being a proactive team player who strives for excellence by upholding the Donor Network West's core values of Teamwork, Integrity and Passion.

GENERAL JOB FUNCTION

The Regional Director is responsible for leading a multi-disciplinary team to meet the mission and vision of Donor Network West. The Regional Director, in conjunction with the Chief Operating Officer, is responsible for strategic planning, development, and implementation of strategies to maximize donation including but not limited to community and hospital relations and education, referral management, authorization and family support, and clinical management and allocation.

JOB DUTIES AND RESPONSIBILITIES

- Ensures optimal staffing to ensure every donation opportunity is realized, including but not limited to, a timely response on site, optimal donor family engagement, implementation of a collaborative donation process and optimal donor management.
- Supervises Community Development Liaisons, Donation Process Consultants, Hospital Donation Coordinators (if applicable), Family Resource Coordinators, Clinical Procurement Coordinators, Organ Referral Coordinators (if applicable), and Regional Donation Coordinators (if applicable).
- Provides oversight and support to regional volunteer program.
- Completes continued performance reviews for aforementioned staff.
- Engages in identified lateral process ownership (e.g., hospital, clinical, community, regulatory services).
- Holds all team members accountable to the organization's goals and seeks out ways to continuously improve performance.
- Promotes a healthy and positive work environment for all staff on the team
- Assists with preparation, justification and monitoring of annual budget.
- Responsible for assessing continued competency and opportunities for professional development of above mentioned staff in collaboration with the education department.



- As appropriate, serves as DNW representative to other agencies, consortia, and related organizations.
- Collaborates with the Chief Operating Officer and the DNW Chief Medical Officer to maintain highest standards of quality in all aspects of clinical organ donation services.
- Collaborates with Partner Development team to strengthen community benefit and fund development activities and serves as key contact for regional media events.
- Interacts with other DNW management to integrate Regional Donation Services efforts into overall organizational plans and objectives.
- Participates in strategic planning and implementation of organizational action plans.
- Works with regional team staff to develop and maintain appropriate staff schedules.
- May respond on site during periods of high volume or staffing shortages.
- Collaborates with Quality Systems leadership to ensure accuracy of data collection and to optimize donation services.
- Carries out other duties as deemed appropriate by the Chief Operating Officer and the CEO.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The qualifications listed are representative of the knowledge, skill, and/or ability required. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At least 7 years' experience in an OPO or healthcare setting
- Progressive supervisory experience and proven ability to demonstrate a high level of effectiveness in achieving important goals through skillful staff management.

EDUCATION AND EXPERIENCE

- Bachelor's degree preferably in Biologic Sciences or equivalent degree/diploma/certification in an allied health field i.e., EMT/P or Respiratory Therapist.
- CPTC certification
- Master's degree in Life Science or similar field preferred

PHYSICAL DEMAND OF WORK

On file in Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. I understand that Donor Network West has the right to revise this job description at any time.

Employee
Signature:

Date:



Employee Name
(Print):

Date: