



Donor Screening Assistant – Job Description

Summary: The Donor Screening Assistant is a highly organized collaborator with a passion for promoting breastfeeding and opportunities for members of the community to engage in nonprofit milk banking. Under the direction of the Donor Engagement Manager, the Donor Screening Assistant will support the screening process for the Northwest Mothers Milk Bank (NWMMB). Responsibilities include adherence to the NWMMB Food Safety Plan, NWMMB Standards of Practices and the Human Milk Banking Association of North America's (HMBANA) Standards. Must have Current CLC or IBCLC certification.

Employment Status: Non-Exempt/Part-Time

Location: Tigard, Oregon (on-site)

Schedule: 12-16 hours/week plus on-call and vacation coverage. On-site. Flexibility for days and times, if a consistent schedule is agreed upon.

Compensation: Starting at \$22/hour

Reports to: Donor Engagement Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Responsibilities

- Works under the direction of the Donor Engagement Manager or the Donor Engagement Coordinator. Participates in collaboratively with other milk bank staff to advance the organization's mission.
- Attends all staff meetings, including annual retreat and in-service training.
- Completes biennial privacy training, anti-harassment, cybersecurity, and any additional mandatory training assigned by the organization.
- Regular review and understanding of the HMBANA Standards as they pertain to donor screening.
- Works collaboratively with Donor Engagement Team to coordinate donor screening communications and daily calendar.
- Assists with all aspects of the donor screening process as assigned. Initiates donor screening calls daily. Works with Donor Engagement Team on prioritizing screening calls. Consults Donor Engagement Manager when faced with a complex situation regarding a milk donor.
- Answers and responds to inquiries regarding breastfeeding and lactation for donors and recipient families to the best of their ability. This includes referrals to appropriate resources. Communications may be by email or phone.
- Ensures milk donors are thanked per NWMMB guidelines. Participates in tasks related to thanking milk donors when assigned.
- Maintains accurate and complete donor screening records. (Electronic and on paper). Current working knowledge of Timeless Medical Management System.
- Performs other duties as assigned by NWMMB Leadership team.