



**JOB POSTING**  
**LIFELINK OF PUERTO RICO**  
**HD LIAISON I / FIRST RESPONDER**  
**JOB CODE [HDLIA001295](#)**

This position fills a dual role, that of a professional educator and a first responder for potential cases within hospitals and donation-related agencies in an assigned area. Build and maintain strong relationships with appropriate hospital professional at all levels. Responsible to identify and employ available resources with the ultimate goal of increasing organ/tissue donation for transplantation.

**Principal Duties and Responsibilities:**

1. Performs first responder responsibilities and participates on an On-Call Schedule in coordination with the recovery staff.
2. Assists Referral Coordinators and Administrator-on-call.
3. Documents referral information in case notes; evaluate potential donors.
4. Serve as ongoing resource to hospital staff.
5. Attend required meetings, activities, special projects, administrative-level discussions, and other assignments as required.
6. Maintains a positive working relationship with key hospital/agency (hospital, medical examiner, coroner, law enforcement and/or funeral home) personnel within an assigned area.
7. Acts as communication link between LifeLink staff and hospital personnel
8. Set and define goals and objectives for each agency. Design individual marketing plans.
9. Compiles and analyzes measurable current activity data and determine its effectiveness.
10. Acts as a resource for mentoring new liaison staff and participates in their training.

**Job Specifications:**

1. Bachelor Degree in Nursing with all updated credentials. Minimum of three years of sound clinical experience in an intensive care unit/emergency room.
2. Personal interaction, presentation, and communication skills.
3. Fully bilingual – written and verbal English/Spanish.
4. Ability to apply sound judgment, maintaining a constant open line of communication with Supervisor, working with little direct supervision and with a growing degree of autonomy.
5. Reliable vehicle maintain good driving record, current valid Puerto Rico driver's license, and availability for daily traveling to assigned service area. Residing within assigned service area.
6. Available via cellular phone as needed. Ability to meet the demands of long working hours, including weekends, holidays, and after hours, and participate in a 24/7 call schedule rotation.

**REPORTS TO:** Director, Hospital Development

**HOW TO APPLY:** LifeLink Web Page:

- ✚ [www.lifelinkfoundation.org](http://www.lifelinkfoundation.org)
- ✚ Click on "*Connect With Us*"
- ✚ Click on "*Careers*"
- ✚ Click on "*See Openings*" or "*Job Opportunities*"

**CLOSING DATE:** **Open position until further notification**

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