

POSITION DESCRIPTION

POSITION: Fill IN Level I – Pharmacy Technician (PhT) Level II – Certified Pharmacy Technician (CPHT)

POSTING DATE: 12-16-16

CLOSING DATE: 12-27-16

LOCATION: S/M Health & Wellness Center

SALARY: 10.00

PAY GRADE: 2

Reports to: Health Center Pharmacist Department: Pharmacy Division: Health & Wellness

GENERAL RESPONSIBILITY:

The Pharmacy Technician shall assist the pharmacist with the day-to-day activities in the pharmacy. The Pharmacy Technician works under the direct supervision of a Health Center Pharmacist (RPh). Upon completion of certification the Pharmacy Technician wage will increase on the pay scale.

DUTIES:

1. Assist the pharmacist, under direct supervision, in the practice of pharmacy, in accordance with applicable laws, regulations, and procedures.
2. Help patients who are dropping off or picking up prescription orders
3. Enter prescription orders into the computer
4. Assist the pharmacist with filling and labeling prescriptions
5. Create and update patient's personal, health, and insurance information in the computer.
6. Create and update medical provider and insurance provider information in the computer.
7. Communicate with insurance carriers to obtain payment for prescription claims
8. At point of medication pick-up, prepare the customer or patient for consultation with the pharmacist.
9. Order stock medication from the pharmacy wholesaler and process inventory received from the pharmacy wholesaler.
10. Prepare and process medication returns from the pharmacy.
11. Maintain and restock levels of pharmacy supplies (e.g. vials, paper, etc.).
12. Perform periodic inventory inspection for expired medications.
13. Screen telephone calls for the pharmacist
14. Communicate with prescribers and their agents to obtain refill authorization
15. Mix oral solutions, ointments, and creams
16. Maintain an awareness of developments in the community and pharmaceutical fields that relate to job responsibilities and integrate them into practice

17. Assist in training new employees
18. Assist other pharmacy technicians
19. Assist pharmacist in scheduling and maintaining workflow
20. Maintain knowledge of loss prevention techniques
21. Provide excellent customer service.
22. Must maintain an acceptable departmental attendance record.
23. Must be reliable and prompt when reporting to work.
24. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
25. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
26. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
27. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS: For Levels I and II

Wage will be adjusted upon certification completion.

1. Must possess a High School Diploma or G.E.D. equivalent.
2. Associate degree preferred.
3. Must be at least 18 years of age.
4. Strong work ethic.
5. Professional demeanor.
6. Courteous attitude.
7. Strong communication skills.
8. Strong computer and mathematical skills.
9. Must possess knowledge of office procedures and knowledge to maintain a record keeping system.
10. Must be able to maintain confidentiality.
11. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
12. Must be willing to attend all applicable training.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must be eligible for coverage under the employer's liability insurance.
15. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

