

POSITION DESCRIPTION

POSITION TITLE: Pharmacist

LOCATION: Stockbridge Munsee Health Center

SALARY: Negotiable/part-time weekdays

Reports to: Director of Pharmacy

TABLE OF EQUIVALENCIES: Does Not Apply

POSTING DATE:7-10-18

CLOSING DATE:7-17-18

PAY GRADE:

Department: Health Center

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

General Responsibilities:

The Pharmacist will perform pharmacy work, such as drug selection, compounding and dispensing, bulk compounding of pharmaceutical and stock preparation. Provides information and consultative services to the medical staff on drugs, their characteristics, dosage, indication, contraindications, adverse reactions, availability of alternative medications, etc. Maintains control and security of narcotics and other controlled substances.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.

DUTIES:

1. Supervise the preparation and filling of prescriptions.
2. Dispense medications to the patients and provide appropriate counseling.
3. Answer physician phone calls to the Pharmacy Department.
4. Inventory procurement and control of medications and supplies dispensed by the Pharmacy Department. This includes:
 - a. Selection of high quality medications at reasonable cost.
 - b. Insuring proper storage of Pharmacy stock.
 - c. Annual physical inventory of pharmacy stock
 - d. Annual controlled substance inventory on the first business day each May and;
 - e. Authorizing return or destruction of expired or damaged pharmacy stock.
5. Provide billing information for use by the Finance Department for medications and supplies dispensed.
6. Maintain emergency medications for the Emergency Cart.

7. Assist in the compilation of weekly, monthly, quarterly and annual statistics for management and other agencies.
8. Conduct medication inservices as requested for Health Center staff.
9. Act as Pharmaceutical Chief in absence of Director.
10. Consult with and refer patients to other health care providers when necessary to optimize patient care.
11. Provides input and may evaluate and provide supervision and direction to Pharmacy Technician, Clerks and interns.
12. Participated in continuing education programs to stay abreast of new developments and trends in pharmacy science and medicine.
13. Must maintain an acceptable department attendance record.
14. Must be reliable and prompt when reporting to work.
15. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
16. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
17. 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:

1. Must be a graduate of an accredited college of Pharmacy.
2. Must have a license in good standing to practice in at least one state of the United States of America.
3. Must be able to function independently.
4. Knowledge of Indian Health Service (IHS) guidelines, regulations, and procedures preferred.
5. Must be able to communicate well and relate to public.
6. Working Knowledge of computers required.
7. Must be dependable and be able to maintain confidentiality.
8. Must be willing to attend all applicable training.
9. 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.
10. Must be eligible for coverage under the employer's liability insurance.
11. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
12. Must abide by departmental and organizational safety, testing, and uniform guidelines.

13. Must be able to meet physical requirements of position.
14. 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.

SUBMIT APPLICATIONS TO: Stockbridge Munsee Community
Human Resource Manager
N8705 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.

Revised Position:
New Position: 10/04/00

Tribal Council Approved:
Tribal Council Approved: 10-31-00