TR IBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST REPOST

JOB TITLE: **Pharmacy Technician**
SUPERVISOR: **Pharmacy Manager**
LOCATION: **Peter Christensen Health Center**
POST DATE: **June 10, 2020**
CLOSING DATE: **June 24, 2020**

General Description: The pharmacy Technician, assists the pharmacist in the technical and nonjudgmental functions related to the practice of pharmacy in the processing of prescription orders and inventory control.

Qualifications: High School diploma or equivalent is required. Experience in a health care setting or experience as a Pharmacy technician is preferred. Must possess a Wisconsin Pharmacy technician Certification or be willing to pursue additional training to become certified.

Salary: $12.00-$14.50 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Pharmacy Technician

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Pharmacist Manager

D. DESCRIPTION OF DUTIES: The pharmacy technician, assists the pharmacist in the technical and nonjudgmental functions related to the practice of pharmacy in the processing of prescription orders and inventory control. Specific responsibilities include but are not limited to the following:

1. Responsible for assisting the Pharmacist in processing prescriptions orders, obtaining and entering patient data into the computer, preparing a prescription refill request, retrieving medication from refill rack.
2. Responsible for answering the telephone and retrieving voice messages per policy.
3. Responsible for drop off/pick up window duties including greeting customers, accurately pulling patient medication bags, capturing patient signatures, and collecting patient co pays.
4. Responsible for checking stock for outdated drugs, restocking empty vials and bottles, and maintaining a neat and clean work area.
5. Ordering a maintaining medication supplies inventory.
6. Check stock for outdated drugs, restock empty vials and bottles, and maintain a neat and clean work area.
7. Correcting and adjudicating rejected insurance claims and obtaining prior authorizations from insurance companies.
8. Accurate logging of scheduled prescriptions.
9. Maintaining Parata by filling of cells, labeling and basic maintenance to assure accurate operations.
10. Validate orders and backorders and update drugs on hand.
11. Accurate filling of pharmacy documents.
12. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as process improvement occurring.
13. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow up.
14. Responsible for performing all other job duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Tribal and Peter Christensen Health Center Staff
2. **External:** Contact with patients and authorized prescribers clients

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Pharmacy Manager

H. EDUCATION: High school diploma or Equivalent is required. Pharmacy Technician certification is preferred.

I. EXPERIENCE: Experience in a Health care setting or Pharmacy technician experience is preferred.

J. SKILLS:

1. Must be able to maintain confidentiality.
2. Possess above average typing ability and mathematical skills.
3. Maintain annual CPR certification/re-certification.
4. Willing to complete additional training in medical and pharmacy terminology pharmaceutical and mathematical calculations, inventory control and other related skills.
5. Ability to understand and follow written and verbal instructions.
6. Must be dependable.
7. Excellent customer service.
8. Ability to maintain composure and professionalism in difficult situations.
9. Must be able to attain and maintain Healthcare Provider background check for the state of Wisconsin.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** May be exposed to situations where the pace of work is often times busy and stressful.
2. **Exposure to Hazards:** Exposure to communicable disease, toxic substances.
3. **Physical Requirements:** Sitting, walking, bending, long hours of standing, and occasional lifting and carrying items weighing up to 50 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Pharmacy technician to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Must have Basic Life Support certification or be able to obtain within 6 months of hire, and maintain thereafter. Must prove proof of immunity to measles, mumps, rubella and varicella at the time of employment and submit to a TB test. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

_____