



Southern Indian Health Council, Inc.

4058 Willows Road, Alpine, CA 91901

Telephone: (619) 445-1188

Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Pharmacy Technician
Department: Pharmacy
Supervised By: Pharmacy Director
Location: Alpine
Status: Non-Exempt
Posted: September 21, 2017
Closing Date: Until Filled
Compensation: \$14.69-\$20.18/hour DOE
Grant Funded: N/A
Hours: Full time, Monday-Friday, 8:30AM-5:00PM, time may vary to meet the needs of the Clinic

GENERAL STATEMENT OF RESPONSIBILITIES:

Works directly under the supervision of a Registered Pharmacist, helping to ensure efficient, quality Pharmacy service. Rotates to Campo Clinic as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assists Pharmacist with filling prescriptions:
 - a) Removes drugs from stock.
 - b) Counts, pours or mixes pharmaceuticals
 - c) Places products into containers
 - d) Packages and repackages medications
2. Enters patient and prescription data into the computer as well as bills insurance and takes payment.
3. Checks drug sample cabinet and exam rooms for appropriate drug storage and expiration dates.
4. Runs computer reports and daily computer back-up.
5. Assists Pharmacist in ensuring pharmacy is neat and clean.
6. Checks drug orders against packing slip or invoice, verifying accuracy.
7. Puts away incoming products on shelves.
8. Responsible for maintaining adequate supplies for pharmacy operation (bags, labels,

containers, etc.).

9. Checks Pharmacy Mailbox in Administration on a daily basis and reviews with Pharmacist.
10. Performs other duties as requested.

QUALIFICATIONS:

Education/Experience: Must have a current Pharmacy Technician certificate of registration issued by the California State Board of Pharmacy. Computer skills required. Must be 18 years of age or older with a High School diploma or GED certificate. Current CPR certification preferred. If the applicant does not have a current CPR certificate, he/she must complete certification as soon as possible.

License A valid California driver's license required with application submission and must be maintained throughout employment. Current certifications and/or licenses appropriate to the position required.

Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

Character: Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, follow instructions, and exercise a high level of attention to detail, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must maintain a high level of confidentiality.

Other: Applicants must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.