

POSITION DESCRIPTION

POSITION:	CERTIFIED PHARMACY TECHNICIAN	
DEPARTMENT:	Bay Mills Pharmacy	GRADE: 10
REPORTS TO:	Pharmacist	STATUS: Non-Exempt

POSITION SUMMARY:

Under the direct supervision of the pharmacist, the certified technician will assist with filling prescriptions, data processing, and general customer service.

ESSENTIAL FUNCTIONS:

1. Assures no drugs are dispensed without completed, comprehensive examination by a registered pharmacist.
2. Performs comprehensive computer functions including but not limited to: filling refills, new prescriptions, extensive knowledge of third party billing, inventory and ordering management, and software reports.
3. Process physician's order with appropriate pharmacy computer generated label.
4. Count medication according to label quantities and place in appropriate size dispensing containers (verified with correct NDC).
5. Establish & maintain patient profiles, including basic demographic information, insurance information, prescription profile, etc.
6. Understand and calculate basic pharmaceutical calculations necessary to obtain correct doses/quantities of medications.
7. Collects payment from customers and answers questions that customers may have about their payments or prescriptions.
8. Answers incoming calls in a courteous and professional manner.
9. Inventory Control
 - a. Receive drug into stock, complete invoices, continuously inventory products on hand and evaluate order points and reorder quantities to ensure proper inventory levels based on usage.
 - b. Maintain floor stock in medical clinic by distributing stock when necessary.
 - c. Maintain charges to clinics for drugs issued. (i.e. Medical Clinic, Community Health, Diabetes Grant, etc.)
10. Understand and maintain the integrity of federal 340b program under compliance of HRSA OPA rules and regulations.
11. Follows all internal and external policies regarding pharmacy operations.
12. Maintains day-to-day operations of the pharmacy including: cleaning, shredding, etc.
13. Provide fast and courteous service to all customers of the pharmacy.
14. Conducts business in a professional manner at all times.
15. Must attend all mandatory trainings offered through the Bay Mills Human Resources Training Department and the Bay Mills Health Center.
16. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand at least 80% of the time during their shift with occasional walking and sitting. Occasionally the employee must bend, squat, crouch, and kneel. The employee is frequently required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must occasionally lift and/or move up to 25 pounds while frequently lifting and/or moving up to 10 pounds.

POSITION REQUIREMENTS:

1. Must have a Pharmacy Technician License through the State of Michigan.
2. Nationally recognized Certified Pharmacy Technician preferred.
3. One year's work experience as a certified pharmacy technician preferred.
4. High school diploma or equivalent required.
5. Must have basic working knowledge of computers, excel, word, and submit to and pass any pre-screening tests to affirm.
6. Must have an excellent past work history, as demonstrated through references and background checks from last three supervisors.
7. Must have demonstrated the ability to get along with fellow co-workers.
8. Excellent communication skills required.
9. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
10. Must have demonstrated; and be willing to maintain high levels of confidentiality.
11. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: OPEN UNTIL FILLED

APPLY TO: Send Resume and Application to:

Anna Carrick or Renae Wieczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523 or (906)-248-8528

recruitment@baymills.org

Subject: Certified Pharmacy Technician

Applications can be found on the Bay Mills website at www.baymills.org under the employment section

