

POSITION DESCRIPTION

POSITION:	PHARMACY CLERK	
DEPARTMENT:	Bay Mills Pharmacy	GRADE: 8
REPORTS TO:	Pharmacist	STATUS: Non-Exempt

POSITION SUMMARY:

Under the direct supervision of the pharmacist, the pharmacy clerk will greet patients, answer the telephone, collect payments, and maintains the Will-Call and OTC areas. This does not include any duties that require a state licensure as a pharmacy technician.

ESSENTIAL FUNCTIONS:

1. Greets patients in a friendly manner when entering the pharmacy and on the telephone.
2. Verifies, obtains, and maintains accurate patient demographic, allergy, insurance, and other required information. Inputs data into computer as required.
3. Assists the pharmacist and pharmacy technicians in maintaining an adequate drug inventory and quality control procedures.
4. Prepares pharmacy work areas for daily activities to meeting patient and pharmacy staff needs.
5. Performs administrative functions within the Point of Sale and maintains an organized Will-Call area.
6. Understands and demonstrates proficiency in 340b rules and regulations.
7. Understands the importance of and models a positive attitude and respect towards patients, co-workers, and visitors.
8. Understands and demonstrates the ability to protect patient privacy according to HIPAA laws.
9. Follows all internal and external policies regarding pharmacy operations.
10. Maintains day-to-day operations of the pharmacy including: cleaning, shredding, etc.
11. Conducts business in a professional manner at all times.
12. Must attend all mandatory trainings offered through the Bay Mills Human Resources Training Department and the Bay Mills Health Center.
13. 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. High school diploma or equivalent required.
2. Previous experience in a pharmacy preferred
3. One to three years of continuous and successful experience in a position that required handling multiple technical tasks while working with the public required.
4. Familiarity of basic functions of a computer, Microsoft Word, Excel, and POS system preferred.
5. Must have an excellent past work history, as demonstrated through references and background checks from last three supervisors.
6. Must have an excellent past attendance record, as demonstrated through references and background checks.
7. Must have demonstrated the ability to get along with fellow co-workers.
8. Must be willing to maintain a flexible schedule and be willing to work whenever needed.
9. Excellent communication skills required.
10. 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: March 15, 2023 @ 4:30 PM

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: Pharmacy Clerk

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