

## **JOB ANNOUNCEMENT**

**Title:** Pharmacy Technician

**Position:** Full Time

**Location:** Kickapoo Nation Health Center

**Supervisor:** Pharmacist

**Position Summary:** This position is located in the pharmacy department of Kickapoo Nation Health Center, and a substantial portion of duties is in ambulatory care. This position involves technical work in a pharmacy under the supervision of a registered pharmacist. The work requires a specialized knowledge, experience and skills of the technical work of a pharmacy and a thorough knowledge of the routine and procedures of the pharmacy department.

The work requires regular and recurring physical exertion, involving standing for long periods of time, lifting/carrying of pharmaceutical supplies weighting over 20 pounds and bending and stooping. Work is performed in the pharmacy and sometimes in the patient care area where there is potential exposure to communicable diseases. Such areas are adequately ventilated and normal safety precautions are required.

### **General Description:**

- Identify and correcting insurance rejections, updating prescription information and resubmitting when needed.
- Updating patient demographic and beneficiary information in the computer system.
- Aid in getting uninsured patients insured.
- Data entry into computer must be done accurately for proper prescription labels, medication data for billing functions and medication profiles.
- Dispensing medications to patients.
- Inventory management, updating drug prices and stocking.
- Answering the telephone.
- Being aware of the latest medicines and their availability.
- Extensive Computer proficiency.

### **Minimum Qualifications:**

6 months of qualifying specialized experience may have been gained in hospital pharmacies, retail pharmacies, or in pharmaceutical firms or laboratories or affiliated medical fields. Experience must have been provided a basic knowledge of:

- Pharmaceutical nomenclature.
- Characteristics, strengths, and dosage forms of pharmaceuticals;
- Pharmaceutical systems of weights and measures; and the
- Variety of procedures and techniques involved in the care, storage, repackaging, bulk compounding, and distribution of pharmaceuticals.
- Knowledge of Indian Health Service (IHS) POS system or ability to attend trainings, which are usually located in Oklahoma City.
- Applicant must hold a Certified Pharmacy Technician's license.

Indian Preference is exercised.

**Open until Filled**