



JOB DESCRIPTION

Job Title: Pharmacy Technician

Closing Date: December 2, 2019

Apply: jobs@schc.net, please state which job you are applying for

Contact: Kelsie Thompson 385-955-6539

General Summary of Duties: Assists the Pharmacist with prescription management and communicating with physicians about patient medications. The successful candidate for this role will communicate with patients over the phone and in-person at the clinic to address customer service issues and field questions about medications. Additionally, our Pharmacy Technicians are responsible for confirming patient information on prescription labels before disbursing medications.

Supervisor: Pharmacist

Supervisory Responsibilities: None

Major Responsibilities/Tasks:

1. Enter and maintain prescription data using our computer system
2. Answer incoming phone calls and field patient questions
3. Clarify prescription information with providers
4. Disburse completed and confirmed prescriptions to patients
5. Answer patient questions and address customer service issues when they arise
6. Assist the pharmacist with maintain the ongoing medication inventory and place medication orders when instructed.

EDUCATION: NABP or PTCB Certification.

EXPERIENCE: 4+ years of customer service required.

REQUIREMENTS:

1. Valid state license.

KNOWLEDGE, SKILLS, & ABILITIES: The jobholder must demonstrate current competencies applicable to the job position.

1. Skills in verbal communication and customer service.
2. Ability to perform in a fast-paced environment.

PHYSICAL DEMANDS/ WORKING CONDITIONS:

This job requires prolonged sitting, some bending, stooping and stretching. It also requires eye-hand coordination and manual dexterity enough to operate a keyboard, photocopier, telephone, calculator, and other office equipment. Requires normal range of hearing/eyesight/voice projection to record, prepare, and communicate appropriately. Requires occasional lifting up to 50 pounds. Most work is performed in an office environment; however, routine clinical operations monitoring may involve exposure to infectious, communicable diseases and hazardous materials, waste gases and blood and body fluids. Frequent exposure to water and chemicals used in disinfection/sterilization process. Exposure to noisy equipment. The job requires significant travel.

PHYSICAL DEMANDS/WORKING CONDITIONS, ESSENTIAL FUNCTIONS:

✓ Manual Dexterity	✓ Sitting for long periods of time
✓ Ability to work under stress, or in emergency situations	✓ Reaching, bending, stooping, kneeling, crawling
✓ Standing, walking	✓ Hear alarms/telephone/tape recorder
✓ Reach above shoulder	✓ Sense of smell/taste
✓ Repetitive arm/hand movements	✓ Exposure to high pitched noises
✓ Color Vision	✓ Exposure to communicable diseases
✓ Sight Acuity – far, near, depth perception	✓ Exposure to blood borne pathogens
✓ Lift up to 100 lbs.	✓ Carry up to 100 lbs.