

PHARMACY TECHNICIAN

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time Pharmacy Technician for our main clinic in Salt Lake City, Utah.

Job Summary

- This position assists the Pharmacist with prescription processing and filling while also communicating with prescribers regarding 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 within the pharmacy. Additionally, our Pharmacy Technicians ensure that patient and prescription information are correct during each stage of the prescription filling process.
- **Reports to:** Pharmacy Director
- **Department:** Pharmacy
- **Supervisory responsibilities:** none
- **Schedule:** To be determined with the availability of 8:00 am – 6:00 pm Monday through Friday.
- **Closing Date:** July 7, 2021 or open until filled
- **Apply:** Send your resume and any pertinent application materials to - jobs@schc.net, please state which job you are applying for; or visit our website - <https://www.sacredcirclehealth.com/job-openings/>
- **Contact:** Mark Wiesenberg, 801-359-2256, ext. 177

The successful candidate:

- Enters and maintains prescription data using pharmacy software and clinic EMR.
- Answers incoming phone calls and field patient questions.
- Clarifies prescription information with providers.
- Disburses verified prescriptions to patients.
- Answers patient questions and addresses customer service issues when they arise.
- Assists the pharmacist with managing medication inventory and placing wholesaler orders.

Required Education, Experience, Knowledge, Skills, and Abilities

- **EDUCATION:** NABP or PTCB Certification.
- **EXPERIENCE:** 4+ years of customer service required.
- **REQUIREMENTS:** 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.

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Health coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants