

Cross Road Health Ministries, Inc.

Job Description

Job Title: Pharmacy Technician
Department: Pharmacy Services
Supervisor: Pharmacist
FLSA Status: Full time Non-Exempt
Approval: By: DRD **Date:** 3/1/2018
Work Hours: Regular office hours; evenings as needed.

Position Summary: Under the immediate supervision of a licensed pharmacist, assists in performing manipulative, nondiscretionary functions associated with the practice of pharmacy. The pharmacy technician is a valuable member of the pharmacy team. The technician works under the direct supervision and control of the pharmacist(s) on duty, to aid and assist in the delivery of pharmacy services to the public. As support personnel, the technician may assist in all phases of the pharmacy operation excluding any activity which by law only a licensed pharmacist may perform; freeing up the pharmacist to allow him/her to focus on the professional duties for which they are responsible. In general, the pharmacist may delegate to the technician, only those functions not requiring judgmental decisions.

Essential Duties and Responsibilities:

- Performs the technical duties of computer data entry, inputting terminal dispensing and third-party billing entries.
- Updates pharmacy files
- Helps maintain inventory records
- Answers incoming phone calls and makes outgoing phone calls as duties require
- Works with professional agencies to ensure appropriate and timely pharmaceutical record-keeping, licensing, and registering requirements.
- Enters new medication orders
- Receives and verifies delivered medication and pharmaceutical supplies
- Restocks medication on shelves
- Rotates stock and removes outdated drugs
- Counts and pours medication
- Maintains a clean working environment including pharmacy equipment and work space.
- Complies with all applicable CRHM policies
- Understands and agrees to actively support the CRHM Mission Statement.
- Abides by HPA policies and procedures

Skills: Effective oral and written communication skills, including excellent telephone etiquette and good typing skills. Exceptional customer service, time management, and multi-tasking skills required.

Qualifications: To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience: High school diploma, or the equivalent. Current Alaska Pharm Tech license. Experience as a pharmacy technician preferred.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure.

Other Skills: Ability to read and comprehend simple instructions, short correspondence and memos. Proficient computer skills needed.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an office employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands/arms to finger, handle or feel and reach. The employee is frequently required to sit, walk, stand, stoop, kneel, read, talk or hear. The employee is occasionally required to climb stairs, climb or balance. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 25 pounds. The employee must have the ability to work with others in close quarters.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. ***This is not intended to be a contract.*** Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____