

SUSANVILLE INDIAN RANCHERIA  
Lassen Indian Health Center  
795 Joaquin Street  
Susanville, CA 96130  
(530) 257-2542

DATE OF ANNOUNCEMENT: April 20, 2016  
CLOSING DATE: May 02, 2016  
POSITION: Pharmacy Technician  
SALARY: Negotiable  
HOURS: Full-time

GENERAL STATEMENT OF RESPONSIBILITY:

Assists the Pharmacist with the day-to-day operations of the LIHC Pharmacy Department. The Pharmacy Technician assists the pharmacist in providing services to the patients, provides clerical assistance and technical duties as assigned that comply with Federal and State Pharmacy Law.

SPECIFIC RESPONSIBILITIES:

1. Assists the Pharmacist and other staff pharmacists with the day-to-day operations of LIHC Pharmacy Department as certification allows. The Pharmacy Technician will perform, under the supervision of the Pharmacist, any functions mandated in Article 12, sections 1793.2 and 1793.3 of the California Pharmacy Law.
2. Assists the Pharmacist to maintain appropriate inventories based on department requirements, will be involved with the purchasing, stocking, checking for out-dated products and returning unused to out-dated inventory. The technician will also maintain inventory reports and file invoices and other documentation concerning purchases and returns.
3. Maintains the RPMS Pharmacy 7.0 Package and "Point of Sale" component under the supervision of the Pharmacist and RPMS Site Manager/CAC. Must be able to execute opening and end of day procedures on all pertinent computer systems/packages.
4. Assist in Quality Improvement efforts and work as a team member including, but not limited to, participation in all relevant trainings required to efficiently operate the RPMS Pharmacy 7.0 Package, "Point of Sale" and all pertinent computer systems/packages.
5. Must verify insurance coverage eligibility and assist the patients and pharmacist to comply with third party prescriptions plans.

6. Will perform necessary functions of the Pharmacy accounts receivables, prepare reports and reconcile cash for the Fiscal Department on a daily basis.
7. Will be responsible for the department files and documentation requirements.
8. Maintains work place environment that is conducive to customer safety and customer education while participating in a cost efficient system.
9. Follows all security protocols.
10. Plays an active role in the development of a high quality pharmacy program which emphasizes customer satisfaction. The Pharmacy Technician will explain to patients the procedure for calling in refills, obtaining authorization for a refill, and prescription renewal. The technician will need to help solve the day to day problems to help ensure that patients are able to receive their medications and pharmacist consultation in a patient friendly and efficient manner.
11. Contributes to team effort by accomplishing related results as needed.
12. Maintain State registration number for Pharmacy Technician.
13. Other duties as assigned

QUALIFICATIONS:

1. Possess a current California Pharmacy Technician Registration.
2. Two (2) years current experience as a Pharmacy Technician in a retail Pharmacy.
3. Have a working recognition of commonly prescribed drugs; their generic and trade names, actions and contraindications.
4. Have effective oral and written communication skills.
5. Demonstrated ability to work as a team member and assist in Quality Improvement efforts.
6. Must be able to relate to Native Americans. Preference will be given to Native Americans (42 CFR 36.221)