

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION: Certified Pharmacy Technician

LOCATION: LVD Health Center, Watersmeet, MI

SUPERVISOR: Supervising Clinical Pharmacist

EMPLOYMENT: Full Time – Non-Exempt

SALARY/PAY RATE: Based Upon Experience/Qualifications

UPON HIRE:

- PTO Upon Hire
- Dental
- Vision
- Health Insurance

POSTING EXPIRATION DATE: June 4th, 2026

DESCRIPTION:

A certified pharmacy technician is a pharmacy staff member who works under the direct supervision of a licensed pharmacist and performs many pharmacy-related function functions. Pharmacy Technicians may also have job titles such as certified pharmacy technician or pharmaceutical care associate.

RESPONSIBILITIES:

- Maintains proper storage and security for drugs.
- Maintains patient profiles.
- Counts tablets and labels bottles.
- Cleans equipment and work areas.
- Referring any questions regarding prescriptions, drug information, or health matters to a pharmacist.

- Ability to work with computer software company to generate reports and solve issues as they arise.
- Ability to work with pharmacists as well as clinic administration to ensure safe and effective daily pharmacy operations.
- Does order entry for stocking of drug inventory through Cardinal.
- Enters customer or patient information into a computer system.
- Performs retail or mail-order pharmacy duties such as receiving, verifying and preparing prescriptions prior to checking by a pharmacist.
- Stocks, assembles, and distributes medications.
- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipt; removing outdated drugs.
- Generates revenues by calculating, recoding, and issuing charges.
- Contributes to team effort by accomplishing related results as needed.
- Check for outdated medications and pull for off-site returns.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Must be willing to obtain temporary Pharmacy Tech certification upon hire and test out for full Pharmacy Tech certification with 12 months of hire.
- Must have supply management skills.
- Must have organizational skills.
- Reporting skills are a must.
- Must pay attention to detail.
- Must be dependable.
- Must be able to create a safe, effective environment.
- Must always be focused.
- Must be able to analyze information.
- Must have basic computer skills.
- Skilled in written and oral communication.
- Must be skilled in reading comprehension to understand written material in work related documents.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and

successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: February 10, 2017

**LVD Health Center
Human Resources Department
P.O. Box 9, N5241 US 45
Watersmeet, MI 49969
Email: careers@lvdhealthcenter.com
Website: <http://www.lvdhc.org>
Fax: 906-358-4118
Phone: 906-358-4587 Ext. 102**