

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Pharmacy Technician

Department: Health & Wellness Center

Hourly Rate: \$13.00

Full Time: LTE (6months)

Exempt: No/Hourly

Supervisor: Lead

Pharmacist Posting Date: Public

Opens: October 16, 2024

Closes: October 30, 2024 at 4:30 PM



Summary: The pharmacy technician will assist the pharmacist with the day-to-day activities of the pharmacy.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

The Pharmacy Technician will help patients who are dropping off or picking up prescription orders.

- Will utilize pharmacy software to refill prescriptions.
- Patient registration
- Create a profile of patient's health and insurance information on computer or update patient's profile.
- Will assist pharmacist, under direct supervision, in the practice of the pharmacy, in accordance with local, state, federal and tribal regulations.
- Receive and store incoming supplies.
- Will count stock and enter data into the computer system to maintain inventory records.
- Will assist with labeling and filling prescriptions.
- Prepare pharmacy inventory.
- Will answer the phone.
- Will communicate with prescribers and their agents to obtain refill authorization.
- Will reconstitute oral suspensions.
- Will maintain an awareness of development in the community and pharmaceutical fields that relate to job responsibilities.
- Will maintain knowledge of loss prevention techniques.
- Will perform data entry.
- Update clinical pharmacy package for electronic health records.

Qualification Requirements: To perform this job successfully. An individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

A High School Diploma or equivalent is required, and some post-secondary education is required.

Must possess knowledge and understanding of medical terminology and calculations. Knowledge of medication brand and generic names.

Preferred:

Associate's degree preferred.
Knowledge of insurance and third-party payment systems. National Certification preferred.

Other Skills and Abilities:**Required:**

This is a required driver position. Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance. Above average computer skills. Excellent customer service skills. Excellent oral and written communication skills.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

A required driver check, to meet eligibility for Tribal Insurance.

Language Skills:

Good typing skills.

Reasoning Ability:

Must possess excellent communication skills.

Physical Demands: The physical demands described here are representative of those that must be met by an 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. Some sedentary work and walking. Extended periods of standing required. Must be able to lift up to 50 lbs. on occasion.

Cultural Sensitivity:

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It always requires the ability to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume

To: **Bad River Tribe**

Attn: Human Resources

P.O. Box 39

Odanah, WI

54861

<http://www.badrivcrnsn.gov/>

Application material may also be emailed

to: HRmanager@badrivcr-nsn.gov

HRassistant@badriver-nsn.gov