

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Pharmacy Technician  
**Department:** Health & Wellness Center  
**Hourly Rate:** \$16.00-\$17.00  
**Full Time:** 40 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Lead Pharmacist  
**Posting Date:** In-House  
**Opens:** October 08, 2024  
**Closes:** October 16, 2024 at 4:30  
**Posting Date:** Public  
**Opens:** October 23, 2024  
**Closes:** November 6, 2024 at 4:30 PM



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**Summary:** The Pharmacy Technician will assist the pharmacist with the day-to-day activities in the Pharmacy.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Program Manager or the supervisor.

- 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 in 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 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 and update clinical pharmacy package for electronic health record.
- Other duties as assigned.

**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. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

High School Diploma or its equivalent.

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

**Preferred:**

Completion of an accredited pharmacy technician program preferred.  
Knowledge of insurance and third-party payment systems.  
National Pharmacy Technician Certification preferred.

**Other Skills and Abilities:****Required:**

Apply for a Wisconsin Pharmacy Technician License prior to start date.

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 Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Language Skills:**

- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills

**Reasoning Ability:**

- Must possess excellent communications skills.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25lbs and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**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.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)