

## Employment Opportunity

---

8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)

**JOB TITLE:** Pharmacy Assistant

**DEPARTMENT:** Tulalip Pharmacy

**Job Description:** Assist in performing, under the supervision and control of a licensed pharmacist, manipulative, nondiscretionary functions associated with the practice of pharmacy. See specific duties performed below for details.

**TO APPLY:** Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

**NOTE:** *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

---

**EMPLOYEE CLASSIFICATION:** Non-exempt

**EMPLOYEE REPORTS TO:** Pharmacy Supervisor

**EMPLOYEE SUPERVISES:** None

**EDUCATION:**

- High School Diploma or graduate equivalent degree.
- Current Washington State Pharmacy Assistance License preferred.

**SKILLS:**

- Prior medical/pharmacy experience preferred.
- Cash Register operations.
- Proficient with Google Map or other delivery route mapping directions.
- Medication brand and generic names.
- HIPAA regulations and other privacy requirements.
- Basic knowledge of insurance and third parties payment systems.
- Courteous attitude and professional demeanor.
- Make good judgement decisions.
- Excellent attention to details.
- Follow directions and work as team member.
- Basic understanding of the Native American Community.

**EXPERIENCE:**

- Pharmacy experience preferred.
  - Prior experience serving tribal members or working at tribal business/government office preferred.
- 



Quil Ceda Village  
q<sup>w</sup>əl'sidə? ʔalʔaltəd

#### OTHER REQUIREMENTS:

- Current Washington State Driver's License.
- No alcohol or drug related criminal conviction within 3 years and while employed.
- No misdemeanor or felony convictions for theft in the past 3 years.
- Must have a good attendance record.
- Must be able to abide by HIPAA and have the ability to maintain strict confidentiality of all information seen and heard.
- Must adhere to strict confidentiality of information seen or heard at all times.
- Must be able to work in a culturally diverse environment and have a basic understanding of the Native American Community.
- Must have the tolerance and patience to deal with upset and/or frustrated patients and providers as they navigate their insurance preauthorization and referral process.
- Must have not misused or abused alcohol or other mind altering chemicals for a period of two (2) years prior to employment.
- Must be willing to work evenings, weekends, and/or holidays as needed or requested.
- Must have a successful current or past employment history with the Tulalip Tribes and/or other employers

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to lift/transport at least 50 lbs.
- Mobility for frequent bending, stooping and reaching.
- Stamina to sit, stand and/or walk for prolonged periods of time.
- Ability to see slight differences in color and size.
- Ability to use hands and fingers to move small objects.
- Tolerance to be exposed to a computer screen for prolonged periods of time.

#### SPECIFIC JOB PERFORMED:

- Help patients who are dropping off or picking up prescription orders.
- Perform cash register operations and assist with end-of-day procedures.
- Deliver medications and purchases to customers using the pharmacy delivery vehicle.
- Create a profile of the patient's health and insurance information in the computer or update the patient's profile.

- Assist pharmacist, under direct supervision, in the practice of pharmacy, in accordance with local, state, federal and company regulations.
- Compute charges for drugs.
- Verify identification of customers (or their agents) and ensure customers receive correct prescription(s) at point of sale.
- Complete daily distribution of medication orders, place orders on shelves and verify all associated paperwork.
- Assist pharmacist in filling and labeling prescriptions.
- Maintain and awareness of developments in the community and pharmaceutical fields that relate to job responsibilities and integrates them into own practices.
- Assist in training new employees.
- Maintain knowledge of loss prevention techniques.
- Perform duties to maintain neat and clean facility.
- Complete required trainings and education.

#### TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.