

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org

JOB TITLE: Pharmacy Technician

DEPARTMENT: Tulalip Pharmacy

Job Description: Assist pharmacist with the day-to-day activities of the pharmacy which includes, but is not limited to, entering, filling, labeling and verifying prescriptions orders, medication inventory, communication with insurance carriers to obtain payment, etc.

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 Coordinator and/or Pharmacist

EMPLOYEE SUPERVISES: None

EDUCATION:

- High School Diploma or graduate equivalent degree.
- Preference for one year experience working closely with Parata Max automated system.
- Preference for one year experience working closely with Pioneer Rx pharmacy management system.
- Minimum of two (2) years pharmacy technician experience

SKILLS:

- Prior medical/pharmacy experience preferred.
- Understand Medication brand and generic names.
- Type 30 words per minute.
- HIPAA regulations and other privacy requirements.
- Knowledge of insurance and third parties payment systems.
- Understand medical terminology and calculations.
- Courteous attitude and professional demeanor.
- Make good judgment decisions.
- Excellent attention to details.
- Follow directions and work as team member.
- Basic understanding of the Native American Community.



EXPERIENCE:

- Minimum of two (2) years pharmacy technician experience.
- Prior experience serving tribal members or working at tribal business/government office preferred.

OTHER REQUIREMENTS:

- Current Pharmacy Technician license with Washington State Board of Pharmacy
- Preference for current National Pharmacy Technician Certification
- Preference for current Washington State Driver's License.
- The Tulalip Tribes requires different levels of pre-employment background screening for all positions. Employment is contingent upon successful passing of these background checks.
- 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:

- Excellent eye/hand coordination.
- 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.
- Enter prescription orders into the computer.
- 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.
- Communicate with insurance carriers to obtain payment for prescription claims.
- 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.
- Fill and label prescriptions
- Compound oral solutions, ointments and creams.
- Perform curbside duties
- Maintain pharmacy inventory.
- Screen telephone calls for the pharmacists.
- Prepare and reconcile cash registers.
- Communicate with prescribers and their agents to obtain refill authorizations.
- Complete required continuing education and training programs and maintain awareness of developments in the pharmaceutical community.
- Assist in training new employees.
- Maintain knowledge of loss prevention techniques.
- Maintain, organize, and clean equipment and work areas in the pharmacy
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- Assist in immunization preparation and administration in pharmacy and off-site locations.
- Organize and store prescription records and other paperwork, in accordance with local, state, federal and third parties requirements.
- Deliver orders to residences or facilities using pharmacy vehicle.
- Measure and fit patient for DME products such as compression stockings.
- Set up compliance packaging of medications.
- Prepare and reconcile third parties billings.

- Administer vaccinations, if certified.
- Perform other non-professional duties temporarily when manager/supervisor/coordinator is not available.

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.