

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://hrd.oneidanation.org>

POSITION TITLE: Certified Pharmacy Technician (Sub-Relief)
POSITION NUMBER: 01732
DEPARTMENT: Pharmacy
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Pharmacy Director
SALARY: NE09 \$13.34/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 10, 2010
CLOSING DATE: On going recruitment
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under general supervision of the Pharmacy Director, provide technical and administrative assistance to the Pharmacist in the day-to-day activities of a designated pharmacy operation. Assist Pharmacist, under direct supervision, in the dispensing of prescription pharmaceuticals, and fills routine orders for non-prescription pharmaceuticals. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Fill routine orders for prepackaged non-prescription pharmaceuticals and medical supplies.
2. Assist patients who are dropping off or picking up prescription orders; verify that patients receive correct prescriptions at point of sale.
3. Record temperature for refrigerator and freezer medications.
4. Assist with billing for third party and private billing for pharmacy.
5. Provide direct customer assistance to patients dropping off and picking up prescriptions, and perform routine inventory and data management activities in support of pharmacy operations.
6. Assist the pharmacist as instructed in the filling and dispensing of prescriptions; counts, packages, and labels unit doses for inspection.
7. Enter patient prescription orders into a computerized database; creates and maintains computerized patient health and insurance information, in accordance with established protocol and procedure.
8. Communicate as necessary with third party payers to obtain payment for prescription claims.
9. Communicate with prescribing practitioners as necessary to obtain refill authorizations for patients.
10. Receive and process pharmaceutical deliveries from vendors as appropriate, and place on shelves in accordance with established protocol and procedure.
11. Ensure inventory of drugs is current and up to date. Conduct inspections and remove out of date medications.
12. Assist in training new staff on routine procedures.
13. Contribute to a team effort and accomplishes related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

JOB DESCRIPTION

Pharmacy Tech

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, use hands to finger, handle, feel; reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl and be able to reach out and pick-up and hold small objects, sit; walk; and talk and hear
2. Occasionally lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in a climate controlled setting with a moderate noise level.
4. Evening and/or weekend work and/or extended hours and irregular shifts may be required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of policies and regulations pertaining to the disbursement of pharmaceutical drugs.
2. Knowledge of clinical operations and procedures.
3. Knowledge of procedures and standards for the labeling and dispensing of prescription drugs.
4. Knowledge and understanding of medical and pharmaceutical terminology.
5. Knowledge of local, State, and Federal laws and regulations pertaining to pharmacy.
6. Knowledge of medication brand and generic names.
7. Knowledge of medical insurance and third party payment systems and procedures.
8. Skill in the use of personal computers and related software applications.
9. Ability to understand and follow specific instructions and procedures.
10. Ability to sort, check, count, and verify numbers.
11. Ability to maintain quality, safety, and/or infection control standards.
12. Ability to communicate effectively both verbally and in writing with staff and the general public.
13. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
14. Ability and willingness to provide strong customer service orientation.
15. Ability to obtain First Aid Certification and CPR certification.
16. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
21. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement.
2. One (1) year of experience as a Pharmacy Technician.
3. National Certification as Pharmacy Technician.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**