

Pharmacy Technician

Desert Senita Community Healthcare is seeking a Pharmacy Technician to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

PURPOSE

Under the direct supervision of the Pharmacist, the Pharmacy Technician assists and supports the Pharmacist in the processing and preparation of prescriptions as defined by the Arizona State Board of Pharmacy. Refer to Arizona Pharmacy Practice Act Title 32-1927.01 and 32-1923.01.

ESSENTIAL FUNCTIONS

- Accepts, prepares, and delivers prescriptions accurately and courteously
- Maintains ethical and professional competence to Board of Pharmacy (BOP) legal standards
- Maintains licensure with the state BOP as per the PTCB
- Models and delivers excellent customer services as proscribed by Desert Senita CHC
- Maintains compliance with Health Center assigned training and those trainings required by insurance payors
- Addresses and treats co-workers with respect
- Follows Desert Senita Pharmacy's Code of Conduct
- Keeps work area clean and free of distractions
- Assists and supports pharmacy department on inventory management activities
- Reports any errors immediately to the pharmacist on duty
- Reports any environmental or personnel concerns to supervisor promptly
- Reports fraud, waste, or abuse concerns to supervisor promptly
- Assists and supports pharmacist on duty in proper disposition of 340b medications
- Adheres to both state and federal Pharmacy regulations and facility policies including, but not limited to, HIPAA and Compliance
- Maintains workflow to optimize production and eliminate errors
- Reports any injuries to supervisor promptly
- Attends meetings as requested
- Performs other duties as assigned by the Pharmacy Manager, Staff Pharmacist, or Relief Pharmacist
- Achieves full technician licensure within the proscribed time frame of the State BOP
- Achieves certification with the PTCB

MINIMUM QUALIFICATIONS

- Minimum of a high school diploma, GED, or equivalent
- Ability to complete a training program prescribed by state board rules
- Obtain and maintain an active license as a Board Certified Pharmacy Technician with the Arizona State Board of Pharmacy within the time period allowed by the Board of Pharmacy
- Demonstrated ability to bill and resolve questions regarding third party insurance billing
- Ability to read and understand instructions and read, understand, and write short correspondence and memos
- Capable in presenting information in one-on-one and small group situations to patients
- Ability to perform mathematical calculations to determine rates and dosages
- Ability to use a computer terminal and point-of-sale system to perform job activities at a proficient level
- Bi-lingual in English and Spanish preferred

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Air-conditioned office
- Daily patient contact with potential exposure to communicable diseases
- Light lifting
- Considerable standing and walking

As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

To apply, complete and submit our online application and upload your cover letter and resume:
www.desertsenita.org/join-our-team

For questions, please contact HR at HR@desertsenita.org.

This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall not be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. Ajo Community Health Center, d.b.a. Desert Senita Community Health Center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.