



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Pharmacy Technician
Lummi Tribal Health Center (LTHC)

****Re-Advertise****

OPEN: March 22, 2024

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Day/Flexible

LOCATION: LTHC

DURATION: Regular Full-time

CLOSES: Until Filled

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC-Pharmacy

SUPERVISOR: Pharmacy Manager

VACANCIES: 1

JOB SUMMARY: The pharmacy technician will deliver the highest possible level of pharmacy health care to individuals, families and to the community. The pharmacy technician will work under direct supervision of the Pharmacist to assist in improving the efficiency of the pharmacy services and provide quality pharmaceutical services to Indian patients. These services are provided in accordance with Federal, State and the policies and procedures of the Lummi Tribal Health Center.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Transcribing prescriptions requests from LTHC pharmacy refill line.
2. Receives pharmacy fax requests from outside pharmacies and outside providers.
3. Obtains written prescription refill request from pharmacy reception window.
4. Responsible for filling new prescriptions as ordered from LTHC providers.
5. Utilizes RPMS and EHR for patient information to fill prescription.
6. Enters refill and prescription changes in RPMS system for electronic health record.
7. Responsible for counting, pouring and measuring tablets and medications.
8. Creates prescription labels and selects proper prescription container for patients: prescription bottles, medisets, and medication dispenser: syringes, droppers, or other special medication dispensers or containers.
9. Assists Pharmacist with medication inventory, supplies, or restocking.
10. Works directly with patients at pharmacy reception window.
11. Works directly with health care providers on a frequent basis for pharmacy orders.
12. Works as a team player with other members of pharmacy department.
13. Exercises cultural awareness in patient interactions.
14. Job requires pharmacy technician training knowledge base for execution of job duties.

MINIMUM QUALIFICATIONS:

- High school diploma or GED

- Current Washington State Pharmacy Technician License
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work with a wide variety of people
- Ability to handle difficult patients
- Ability to establish good working rapport with health care providers, patients, and outside vendors.
- Ability to communicate effectively to explain LTHC policy and procedures regarding eligibility guidelines for filling prescription.
- Ability to prioritize, organization, and multi-task.
- Ability to work in fast paced environment when workload is high
- Ability to adapt to fluctuating work environment.
- Ability to maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must have computer skills to update patient information and prescriptions in RPMS & EHR.
- Continuing Education to maintain licensure.
- HIPAA compliance
- Adherence to LTHC policies and procedures
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.