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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**  
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**JOB DESCRIPTION**

**REPOSTED: MARCH 23, 2017 DEADLINE: MARCH 31, 2017**

**POSITION:** Certified Pharmacy Technician

**DEPARTMENT:** Pharmacy

**LOCATION:** Lac Vieux Desert Clinic

**SUPERVISOR:** Clinic Manager

**EMPLOYMENT:** 1 Full Time/1 PRN (On Call as Needed)

**SALARY/PAY RATE:** TBD

**DESCRIPTION:**

A pharmacy technician is a pharmacy staff member who works under the direct supervision of a licensed pharmacist and performs many pharmacy-related functions. Pharmacy Technicians may also have job titles such as certified pharmacy technician or pharmaceutical care associate.

**RESPONSIBILITIES:**

- Maintains proper storage and security for drugs.
- Maintains patient profiles.
- Counts tablets and labels bottles.
- Cleans equipment and work areas.
- Referring any questions regarding prescriptions, drug information, or health matters to a pharmacist.
- Enters customer or patient information into a computer system.
- Performs retail or mail-order pharmacy duties such as receiving, verifying and preparing prescriptions prior to checking by a pharmacist.
- Stocks, assembles, and distributes medications.
- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipt; removing outdated drugs.

- Generates revenues by calculating, recoding, and issuing charges.
- Contributes to team effort by accomplishing related results as needed.
- Check for outdated medications and pull for off-site returns.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED.
- Must have current Pharmacy Tech certification.
- Must have supply management skills.
- Must have organizational skills.
- Reporting skills is a must.
- Must pay attention to detail.
- Must be dependable.
- Must be able to create a safe, effective environment.
- Must be focus at all times.
- Must be able to analyze information.
- Must have basic computer skills.
- Skilled in written and oral communication.
- Must be skilled in reading comprehension to understand written material in work related documents.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: February 10, 2017**