

Iowa Tribe of Oklahoma
Vacancy Announcement

Position: Pharmacy Technician
Position Number: 4398
Pay Grade:
Department: Health
Location: Perkins Family Clinic
Issuing Date: December 3, 2008
Closing Date: Until Filled



Mailing Address:
RR 1 Box 721
Perkins, OK 74059

Fax: (405)547-1092
jobs@iowanation.org

Phone(405)547-2402
<http://www.iowanation.org>

Equal Employment Opportunity Statement

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

SUMMARY: Under the direct supervision of the Director of Health Services and immediate supervision of the Pharmacist, provide assistance to the Pharmacist in providing medication for the patients of the Perkins Family Clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

Assist and support licensed Pharmacist in providing healthcare and medications to patients.

Order, stock, package and prepare medications.

Maintain written or computerized patient medication records.

Handle patient requests and complaints.

Be able to perform duties in a stressful environment.

Perform duties with precision and attention to detail.

Must be able to work competently without constant instruction by the Pharmacist.

Consult with Physician on medication refill requests.

Provide patients with information on the proper use of medication, as determined by the licensed Pharmacist.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works as a member of a team providing high quality health care.

Possesses excellent verbal and written communication skills.

EDUCATION and/or EXPERIENCE:

Training in pharmaceutical techniques and a strong background in the medical field is preferred.

CERTIFICATIONS, LICENSES REGISTRATIONS

Must have a valid Oklahoma Drivers License

CPR/First Aid Certification

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT: The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug tests.