



EMPLOYMENT ANNOUNCEMENT

POSITION: PHARMACY TECHNICIAN
SUPERVISOR: PHARMACY DIRECTOR
CLASSIFICATION: REGULAR, FULL-TIME

DEPARTMENT: PHARMACY
STARTING SALARY: HS/HiSET: \$19.04
(RISES BASED UPON EXPERIENCE/EDUCATION) CERTIFIED: \$19.99
ASSOCIATES: \$20.99
CLOSING DATE: NOVEMBER 26, 2024

OPENING DATE: NOVEMBER 7, 2024

POSITION SUMMARY:

Provide support and assistance for and under the supervision of a registered pharmacist. The work requires specialized knowledge, experience of the technical work of a pharmacy and a thorough knowledge of routine procedures of a pharmacy department.

MAJOR DUTIES:

- Prepares medication for dispensing and administration under the supervision of licensed pharmacists.
- Responsible for stocking and distributing medications, daily management, and operation of all automated pharmacy equipment, and dispensing of chronic medication refills, when the patient does not require patient counseling of certain chronic medications.
- Assists in managing medication and supply procurement including assessment of need, preparation of purchase orders and requests, places computer generated or phone orders to wholesalers or prime vendor, receiving drugs into the pharmacy, taking periodic inventories of stock, assisting with medication recalls, and checking expiration dates. The technician requests office and other supplies from central supply for the daily operations of the pharmacy department.
- Performs routine housekeeping duties within the pharmacy as required. This may include washing of glassware, dusting of counters and shelves, keeping sinks and other equipment clean. The technician maintains storage areas in a clean and orderly fashion, including the proper labeling of shelves.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- Minimum of High School Diploma or Equivalent (GED, HiSet).
- Ability to complete Certified Pharmacy Technician training within one (1) year of hire.

DESIRED QUALIFICATIONS:

- Certified Pharmacy Technician.
- Experience with pharmacy point of sale transactions.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person Rocky Boy Health Center Human Resources Office
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail rbhchr@rbclinic.org



Online <https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

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Joel Rosette, Chief Executive Officer