



Part Time (30 hours weekly) Pharmacy Technician

CommunityHealth seeks to hire a part-time (30 hours weekly) Pharmacy Technician. Under the supervision of Assistant Director of Pharmacy Operations, the Pharmacy Technician will be responsible for preparing prescriptions and assisting pharmacists as directed.

Responsibilities

- Processes prescriptions: Enters/verifies/updates patient and provider information. Retrieves prescriptions from EMR, verifies that the prescription information is complete and accurate, assists with medication reconciliation, generates labels and fills patient prescriptions.
- Interacts with providers, volunteers, staff, and patients to answer pharmacy related questions.
- Assist with Patient Assistant Program.
- Works with pharmacy staff and volunteers to ensure that the pharmacy follows pharmacy and health center policies and procedures.
- Assists in maintenance of medication inventory levels.
- Assists with vaccine reconciliation and expired medication procedures.
- Collaborates with medical home team members to coordinate patient care across multiple settings.

Qualifications

- Current Pharmacy Technician License
- Ability to work 30 hours per week, with daytime, evening, and weekend availability.
- QS/1 knowledge is a plus.
- Good communication skills organized and efficient and working knowledge of Microsoft office.
- Comfortable working in fast-paced environment and excellent customer service skills.

LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The starting salary range for this position is \$18.50 - \$21.00 per hour.
- Paid time off, holiday pay and 403B savings program.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our Total Rewards Package (<https://communityhealth.org/wp-content/uploads/Total-Rewards-Package.pdf>).

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates and BIPOC individuals are strongly encouraged to apply.

NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

TO APPLY: Interested candidates are invited to submit cover letters and resumes (NO PHONE CALLS) to:

Elsa Bishop, Assistant Director of Pharmacy Operations | ebishop@communityhealth.org