



## Pharmacy Technician – Part-Time

*Do you believe everyone should have good health care?  
Do you enjoy helping people and working within a supportive and dynamic  
environment? Are you a detail-oriented team player?*

The Pharmacy Technician role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

### The Opportunity

CommunityHealth seeks to hire a part-time Pharmacy Technician. Under the supervision of Assistant Director of Pharmacy Operations, the Pharmacy Technician will be responsible for preparing prescriptions and assisting registered pharmacist as directed.

### Responsibilities

- Works with patients, volunteers, and staff to ensure that patients access appropriate formulary medications.
- Assist with Patient Assistant Program
- Assists with prescription processing for community partners programs (i.e., Erie Family Health Clinics); including deliveries, returns.
- Assists with daily workflow assignments.
- Processes prescriptions: Enters/verifies/updates patient and provider information in QS/1 (including patient eligibility), Retrieve prescriptions from EMR, verifies that the prescription information is complete and accurate, assists with medication reconciliation (as appropriate), answers provider, volunteer, staff, and patient questions (as appropriate), generates labels for medications and health care related items, fills patient prescriptions, files prescriptions and other documents as appropriate.
- Works with pharmacy staff and volunteers to ensure that the pharmacy is in compliance with pharmacy and health center policies and procedures.
- Support CommunityHealth as it serves as an NCOA Patient Centered Medical home, including participation in trainings and continuing education as appropriate.
- Assists in the update/maintenance of QS/1 medication inventory levels including, stock, sample, and donated medication received, as well as medication inventory logs.
- Assists with vaccine reconciliation and expired medication procedures, including monthly inventory and log maintenance.
- Collaborate with medical home team members to coordinate patient care across multiple settings.

## Qualifications

- Current Pharmacy Technician license
- Ability to work approximately 21 hours per week, with daytime, evening, and weekend availability
- Bilingual (Spanish/English) or (Polish/English) is a plus
- Experience as Pharmacy Technician is a plus
- QS/1 knowledge is a plus.
- Good communication skills
- Good knowledge of Microsoft office
- Organized and efficient
- Comfortable working in fast-paced environment
- 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 \$17-\$19.50 per hour.
- 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 here](#).

**To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: [ebishop@communityhealth.org](mailto:ebishop@communityhealth.org)**

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).*

## About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)