



## JOB POSTING

<b>POSITION TITLE:</b>	Pharmacy Technician	<b>FLSA STATUS:</b>	Full-time/Part-time/Non-exempt
<b>DEPARTMENT:</b>	UMT Health Services	<b>SALARY:</b>	\$17-\$27/HR
<b>LOCATION:</b>	Aylett, VA	<b>EDUCATION:</b>	Pharmacy Technician License
<b>SUPERVISOR:</b>	Director of Pharmacy Services	<b>WORK EXPERIENCE:</b>	2 years' Experience Preferred

### **JOB SUMMARY:**

The pharmacy technician is assigned to the UMT and Aylett Family Wellness outpatient pharmacies of the Upper Mattaponi Tribe Health System in King William County, Virginia. The Pharmacy Technician role is to assure access to the safe and effective use of medications.

### **PRIMARY DUTIES & RESPONSIBILITIES:**

- Distributive function assignments and higher complexity pharmacy assignments as directed by the pharmacist.
- Provide telephone and in person triage of patient pharmacy care issues working at the top of their license to assist in improving patient outcomes and medication access.
- Assists and contributes to continuous total quality improvement activities for the pharmacy team.
- Greet patients and healthcare providers with a helpful and positive attitude. Answers questions presented and/or seeks assistance as required.
- Verifies the correct identity of the patient or patient's representative before releasing any medications while working the cash register.
- Assists in training of peer technicians, pharmacists, and pharmacy students.
- Involved in effective inventory management processes.
- Processing prescription order entry and adjudicating insurance claims.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:**

- Demonstrate good mathematical and computer skills, able to learn and become proficient in the use of pharmacy operating systems.
- Working closely with others. Contribute to creating and maintaining a positive work environment for all team members.
- Demonstrates knowledge of federal and state laws related to pharmacy practice.

### **EDUCATION and/or EXPERIENCE:**

- Two years as a licensed pharmacy technician preferred.

- College degree preferred but not required. Current pharmacy technician license required.

#### **OTHER REQUIREMENTS:**

- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicants for consideration for the position.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

#### **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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

#### **BENEFITS**

- 401(k)
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

#### **HOW TO APPLY:**

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.  
**AND**
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

**Upper Mattaponi Tribe**  
**Attn: Pharmacy Technician**  
**Email: [careers@umitribe.gov](mailto:careers@umitribe.gov)**

***NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).***