

JOB VACANCY ANNOUNCEMENT

Opening Date: January 23, 2017

Position:

Pharmacy Patient Liaison

Closing Date:

Until Filled

Reports to:

Director of Pharmacy

Salary/Wage: Grade F; \$24.96 - \$27.00/HR

Hours:

Monday to Friday; **Varies based on schedule**

Department:

Pharmacy

Location:

ASNA/SSMH

Brief Summary:

This position is a hybrid position which requires service as a patient and healthcare team liaison with the goal of efficacious and stream lined delivery of pharmacy services to the patient as well as the duties of a traditional pharmacy technician including typing prescriptions, completing reports, operating and maintaining automated dispensing devices, inputting computer data, and providing all aspects of customer service that are required to provide Pharmacy Department services.

Qualifications:

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

Education:

- High school diploma or general education degree (GED).
- Licensed with the State of Alaska Board of Pharmacy as a Pharmacy Technician.
- Have at least 2 years experience as a Pharmacy Technician in an interdisciplinary health care environment with duties including patient refills, prescription processing and patient relations preferred.

Desired Knowledge, Skills and Abilities:

- Express knowledge of state and federal pharmacy laws and knowledge of joint commission. Use standards applicable to pharmacy operations.
- Good oral and written communications skills, analytical skills and problem-solving skills.
- Great Patient care focus and customer service skills
- Good interpersonal skills and the ability to work effectively in a cross-cultural environment. Express ability to work with physicians and other professional staff in a collaborative manner.
- Show knowledge of medical terminology, current pharmaceuticals, and daily pharmacy operations.
- Provide strong organizational skills while executing strong pharmacy mathematical skills and the ability to proficiently utilize a calculator.
- Ability to read, understand and interpret pertinent policy & regulations.
- Ensure patient confidentiality at all times.
- Proficiency in use of QS1, RPMS/EHR, EXCEL and Microsoft Word preferred.
- Ability to multi-task and work independently with discretion as necessary.
- Proficient communicative, auditory and visual skills.
- Attention to detail.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd. PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd.:

Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law

Is committed to maintaining a drug free, smoke free workplace