

JOB VACANCY ANNOUNCEMENT

Opening Date:	October 10, 2017	Closing Date:	Until Filled
Position:	<u>Pharmacy</u>	Reports to:	Director of Pharmacy
	<u>Technician</u>		
Salary/Wage:	Grade E; \$22.69-\$24.55	Department:	Pharmacy
Hours:	Monday – Friday; 9:00 a.m. – 6:00 p.m. ; shifts may vary	Location:	ASNA

Brief Summary:

Perform the technical functions associated with the delivery of pharmaceutical care by maintaining proper stock levels in all pharmacy locations, compounding or otherwise preparing, filling, pricing, and delivering pharmaceuticals or other related items. May perform duties such as typing prescriptions, completing reports, operating and maintaining automated dispensing devices, inputting computer data, and providing customer service.

Qualifications:

1. High school diploma or general education degree (GED).
2. One to two years of related experience *or* equivalent combination of experience and training preferred.
3. Licensed with the State of Alaska Board of Pharmacy as a Pharmacy Technician.

Desired Knowledge, Skills and Abilities:

Knowledge of state and federal pharmacy laws; knowledge of Joint Commission standards applicable to pharmacy operations.

Knowledge of medical terminology, current pharmaceuticals, and daily pharmacy operations.

Effective written & oral communications skills.

Efficient and courteous telephone skills.

Strong pharmacy mathematical skills and the ability to proficiently utilize a calculator.

Ability to establish and maintain a good working relationship with supervisor, medical staff, co-workers, and other hospital employees.

Ability to project a positive and concerned image to the public.

Ability to maintain strict confidentiality of records.

Basic knowledge of computers.

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.