

## Employment Opportunity

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8802 27th Ave NE, Tulalip, WA 98271  
Office: 360-716-5030

**JOB TITLE:** Pharmacy Technician

**PAY RANGE:** \$25.61 - \$38.41

**DEPARTMENT:** Tulalip Pharmacy

**JOB DESCRIPTION:** Assist pharmacist with the day-to-day activities of the pharmacy which includes, but is not limited to, data entry, record maintenance, prescription preparation and dispensing, labeling, inventory maintenance, communication with other healthcare entities, and providing exceptional patient service and experience.

**TO APPLY:** Please visit

<https://www.quilcedavillage.org/Government/Departments/HumanResources/Employment> or contact TTFC HR at 360-716-5030. For existing employees, you may complete the web form application located on the self service portal at <https://quilcedavillagewa.munisselfservice.com/ess/employmentopportunities/default.aspx>.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Non-exempt

**EMPLOYEE REPORTS TO:** Pharmacy Manager and/or Pharmacist

**EMPLOYEE SUPERVISES:** N/A

**EDUCATION:**

- High School Diploma or graduate equivalent degree

**SKILLS:**

- Prior medical/pharmacy experience preferred
- Understand medication brand and generic names.
- Type 30 words per minute.
- HIPAA regulations and other privacy requirements
- Knowledge of insurance and third-party payment systems.
- Understand medical terminology and calculations
- Courteous attitude and professional demeanor
- Excellent communication skill
- Make good judgement decisions
- Excellent attention to details
- Follow directions and work as team member

- Basic understanding of the Native American Community and Culture

#### EXPERIENCE:

- Minimum of two (2) years pharmacy technician experience.
- Preference for one year experience working closely with Parata Max automated system.
- Preference for one year experience working closely with Pioneer RX Pharmacy management system.
- Preference for prior experience serving tribal members or working at tribal business/government office.

#### OTHER REQUIREMENTS:

- Current Pharmacy technician license with Washington State Board of Pharmacy.
- Preference for current National Pharmacy Technician Certification
- The Tulalip Tribes requires different levels of pre-employment background screening for all positions. Employment is contingent upon successful passing of these background checks.
- Must have good attendance record.
- Must be able to abide by HIPAA and have the ability to maintain strict confidentiality of all information seen and heard.
- Must be able to work in a culturally diverse environment and have a basic understanding of the Native American Community.
- Must have the tolerance and patience to deal with upset and/or frustrated patients and providers as they navigate their insurance preauthorization and referral process.
- Must have not misused or abused alcohol or other mind-altering chemicals for a period for two (2) years prior to employment.
- Must be willing to work evenings, weekends, and/or holidays as needed or requested.
- Must have a successful current or past employment history with the Tulalip Tribes and/or other employers

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Excellent eye/hand coordination.
- Ability to use hands and fingers to move small objects.
- Ability to see slight differences in color and size.
- Mobility for frequent bending, stooping and reaching.
- Stamina to sit, stand and/or walk for prolonged periods of time
- Tolerance to be exposed to a computer screen for prolonged periods of time.

#### SPECIFIC JOB PERFORMED:

- Assist pharmacist, under direct supervision, in the practice of pharmacy, in accordance with local, state, federal and company regulations.
- Complete required continuing education and training programs and maintain awareness of developments in the pharmaceutical community

- Assist patients who are dropping off or picking up prescription orders at the pharmacy and curbside parking area.
- Organize and store prescription records and other paperwork, in accordance with local, state, federal and third-party requirements.
- Report issues to pharmacists and managers
- Complies with all federal, state, professional and tribal licensing and training requirements.
- Create and update patient profiles
- Enter prescription orders into the computer.
- Fill and label prescriptions.
- Compound oral solutions, ointments, and creams.
- Operate cash register and related point of sales tasks.
- Verify identification of customers (or their agents) and ensure customers receive correct prescription(s) at point of sale.
- Communicate with insurance carriers to obtain payment for prescription claims
- Communicate with prescribers and their agents to obtain refill authorizations
- Communicate with patients via direct contact, email, phone, fax, and various messaging systems.
- Compute charges for drugs.
- Order, receive, return, count, stock and perform other duties that are essential for inventory maintenance.
- Handle phone calls that do not require professional judgement of pharmacists
- Prepare and reconcile cash registers.
- Assist in training new employees
- Maintain knowledge of loss prevention techniques
- Maintain, organize, and clean equipment and work areas in and around the pharmacy
- Assist in immunization preparation and administration in pharmacy and off-site locations
- Deliver orders to residences or facilities using pharmacy delivery vehicle
- Measure and fit patient for DME products such as compression stockings
- Set up, process and prepare compliance packaging of medications
- Prepare and reconcile third parties billing.
- Administer vaccinations, devices, medications under the supervision of pharmacist(s), if certified.
- Perform other non-professional duties temporarily when manager/supervisor/coordinator is not available.
- All other duties that are essential to the pharmacy operations.

#### TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.