

Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, NV 89832, (208) 759-3100, Fax: 888-476-7269
Website: www.shopaitribes.org; Human Resources: hr@shopai.org

JOB ANNOUNCEMENT

POSITION: Pharmacy Technician / Point of Sale Associate

SALARY: Grade 12-16, \$14.23 – \$17.29

SUPERVISOR: Director of Pharmacy

DEPARTMENT: Pharmacy

CLASSIFICATION : Non-EXEMPT

LOCATION : Owyhee, NV

OPENS: June 14, 2022

CLOSES: June 30, 2022

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

Because of the sensitive and trusted nature of this position, the Pharmacy Technician /POS Associate is subject to initial, for cause, and random drug/alcohol testing, a thorough background check, and must meet requirements to be bonded. The position will have access to confidential medical records and patient information. Any violation of patient confidentiality, HIPPA

requirements, or failure of a urine drug screen will constitute grounds for immediate termination. History of prior drug or alcohol misuse or abuse will disqualify an applicant.

Incumbent must be able to work in a high-stress environment while maintaining a pleasant and customer-friendly presence.

JOB PURPOSE:

This position is located in the Pharmacy Department. The primary purpose of this position is to assist the pharmacist(s) in serving patients by answering phones, serving at the Drop Off/Pick Up window(s) and filling orders as well as helping with clerical functions such as, but not limited to, retrieving voicemails, inventory control, and various Point of Sale functions.

NATURE AND SCOPE

Location: The Pharmacy Technician/POS Associate reports to the Director of Pharmacy or Pharmacist in charge at the Owyhee Community Health Facility.

Environment: The Owyhee Community Health Facility pharmacy is an outpatient pharmacy, serving the needs of the residents of the Duck Valley Reservation, as well as Native American beneficiaries in the surrounding areas. The work environment involves the normal risks and discomforts typical of a pharmacy/office setting.

LATITUDE: The procedures and methods are clearly established for the Pharmacy Technician/POS Associate. The incumbent will use judgment and discretion in interpreting drug orders and inventory. This position functions with considerable independence. The Pharmacy Technician/POS Associate will solve problems when possible and refer others to the Department Director or Staff Pharmacist.

MAJOR CHALLENGES: The major challenge for this position is to assure constant accuracy in all work and decisions performed within the time allotted, labeling, inventory, patient billing, and distribution of medications.

CONTACTS: Daily contacts are made with patients, doctors, nursing staff, and Pharmacy personnel and other facility employees.

KNOWLEDGE, SKILLS, & ABILITY: Strict attention to detail and accuracy, knowledge of medical terminology and the ability to prioritize functions are requirements of this position, as well as the ability to type 35 WPM or more. Competency at a High School Math level is needed. Six months or more Pharmacy or related experience is desired. A training program is available involving a considerable commitment of personal time

ESSENTIAL FUNCTIONS:

1. Greets customers promptly and courteously in a business-like manner. Explains any delays in prescription processing to customers. Deals with phone calls and customers in a timely and professional manner but also directs calls to appropriate persons. Makes any needed copies promptly and neatly.
2. Accurately enters refill requests into the computer program, utilizes that program to attend to patient needs and monitors POS screen to watch for rejections and ensure proper billing of orders. Computer program will also be utilized for adding outside providers to the database as needed.

3. Performs POS-related duties as needed by the department. This may include filing, assisting providers with Prior Authorization process as needed, updating patient billing demographics, processing daily reports, batching and etc.
4. Performs inventory control functions of pharmaceutical supplies as needed, maintaining appropriate levels of inventory without unnecessary over stocking. This includes ordering, unpacking, and accurate labeling of supplies. May need to perform cost comparisons and complete pricing of pharmacy-controlled products.
5. Identifies outdated drugs and removes them from pharmacy stock, returning them for credit where appropriate.
6. Maintains on-the-job training and other educational programs. Any assigned training is completed accurately and in a timely manner without the need for direct supervision or motivation.
7. Maintains department in a clean and orderly manner.
8. Maintains a high level of accuracy when copying, either by hand, computer or other device any information from one source to another.
9. Performs other related duties as assigned by immediate supervisor in a suitable and proficient manner.
10. Incumbent will be required to become a certified pharmacy technician within 18 months of the hiring date.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Applicant must demonstrate math and typing competency with a passing score of at least 70 percent on each test. A sample math test is available upon request. Examples of some (But not all) types of items tested include Multiplication, Division, Fractions, Decimals and understanding/ability to make conversions to and from the metric and American standards of measurement.
3. Possess a valid driver's license and be insurable under the Tribe's insurance carrier.

PREFERRED QUALIFICATIONS:

1. Candidate should be familiar with pharmacy technician certification requirements.
2. One year of computer experience or demonstration of computer literacy is preferred.
3. Knowledge of Medical Terminology is preferred.
4. One year of completed university, college or Vocational Technical education (24 to 30 credits) is preferred.
5. Certified Pharmacy Technician certificate completion is preferred.

PHYSICAL DEMANDS: Work requires walking, standing, bending, lifting up to 5 pounds on a regular basis and up to 25 pounds on a periodic basis, ability to stoop and pick up objects

from the floor without restrictions, sitting/standing at a computer desk and have full use of hands and arms to operate office equipment such as computer, calculator, printer, fax, etc.

OSHA CLASSIFICATION:

This position's OSHA classification is defined as a Category III: Tasks that do not involve exposure to blood, body fluids, or tissues.

The normal work routine does not involve exposure to blood, body fluids, or tissues. People who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way.

HIPAA PRIVACY ACT - (Significant Facts):

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

Scope of Review/Parameters for HIPAA Compliance by Designated Scope of Work:

- i. Review/Access of RPMS program for processing refills and viewing of patient health summaries.
- ii. Review/Access of Pharmacy Tech Menu
- iii. Review/Access of ^IHS Provider for adding outside providers
- iv. Review/Access of Third-Party Billing
- v. Review/Access of Accounts Receivable (RPMS-BAR-A/R).
- vi. Review/Access of Patient Registration – (Review only);
- vii. Review/Access of Explanation of Benefits – (EOB's).
- viii. Review/Access of Sho-Pai Managed Care (secured files).
- ix. Review/Access of Business Office Financial Folders – (secured files).
- x. Review (by request – ONLY) for specific medical record visit(s), authorization for release of medical information, assignment of benefits and other authorization for obtaining prior approval, etc., from within the Medical Records Department.
- xi. Review/Access of Business Office Point of Sale billed batches – (Audits/Accountability).