



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

POSITION ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	July 25, 2022
CLOSING DATE OF ANNOUNCEMENT:	August 8, 2022
POSITION TITLE:	Pharmacy Technician
SUPERVISES:	No
STARTING SALARY:	\$18.53 - \$23.16 depending on experience
GRADE:	9
POSITION CLASS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full-Time
SUBJECT TO P.L. 101-630:	No
BENEFITS:	Highly competitive package *See below

GENERAL STATEMENT OF RESPONSIBILITIES:

Assists the Pharmacist with the day-to-day operations of the LIHC Pharmacy Department. The Pharmacy Technician assists the pharmacist in providing services to the patients, provides clerical assistance and technical duties as assigned that comply with Federal and State Pharmacy Law.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Assists the Pharmacist and other staff pharmacists with the day-to-day operations of LIHC Pharmacy Department as certification allows. The Pharmacy Technician will perform, under the supervision of the Pharmacist, any functions mandated in Article 12, sections 1793.2 and 1793.3 of the California Pharmacy Law.
- Assists the Pharmacist to maintain appropriate inventories based on department requirements, will be involved with the purchasing, stocking, checking for outdated products and returning unused to outdated inventory. The technician will also maintain inventory reports and file invoices and other documentation concerning purchases and returns.
- Maintains the RPMS Pharmacy 7.0 Package and “Point of Sale” component under the supervision of the Pharmacist and RPMS Site Manager/CAC. Must be able to execute opening and end of day procedures on all pertinent computer systems/packages.
- Assist in Quality Improvement efforts and work as a team member including, but not limited to, participation in all relevant trainings required to efficiently operate the RPMS Pharmacy

7.0 Package, “Point of Sale” and all pertinent computer systems/packages.

- Must verify insurance coverage eligibility and assist the patients and pharmacist to comply with third party prescriptions plans.
- Will perform necessary functions of the Pharmacy accounts receivables, prepare reports and reconcile cash for the Fiscal Department daily.
- Will be responsible for the department files and documentation requirements.
- Maintains workplace environment that is conducive to customer safety and customer education while participating in a cost-efficient system.
- Follows all security protocols.
- Plays an active role in the development of a high-quality pharmacy program which emphasizes customer satisfaction. The Pharmacy Technician will explain to patients the procedure for calling in refills, obtaining authorization for a refill, and prescription renewal. The technician will need to help solve the day to day problems to help ensure that patients are able to receive their medications and pharmacist consultation in a patient friendly and efficient manner.
- Contributes to team effort by accomplishing related results as needed.
- Maintain State registration number for Pharmacy Technician.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Have effective oral and written communication skills.

Demonstrated ability to work as a team member and assist in Quality Improvement efforts.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. A two-year degree or completion of a specialized course of study at a business or trade school. Four-years of on the job experience may be substituted for education.
3. Must have a valid California driver’s license or license from current residence state.
4. Possess a current California Pharmacy Technician Registration.

5. One to three years current experience as a Pharmacy Technician in a retail Pharmacy.
6. Have a working recognition of commonly prescribed drugs, their generic and trade names, actions, and contraindications.
7. Must pass a pre-employment background check.
8. Must pass pre-employment drug test.
9. Must have a valid CPR card or be able to obtain within ninety (90) days of hire date.
10. Must be willing to travel for training.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3rd Preference: | All other applicants. |

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certification required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.