**Reports To:** Pharmacy Manager

**Summary:** Assists Pharmacist in retail establishment by performing all nonprofessional aspects in the department. All activities are performed in accordance with established policies and procedures and are carried out in the highest achievable level of competence in a manner demonstrating concern and consideration.

**Essential Duties and Responsibilities:**

* Prepares prescriptions for dispensing by the pharmacist.
* Types labels for bottles.
* Processes records of medication and equipment dispensed to customer, computes charges, and enters data in computer.
* Makes requisitions for drugs and supplies with professional guidance from the Pharmacy Tech In Charge and Pharmacist.
* Controls stock: prepackages drugs; prepares stock solutions and written formulas; receives, signs, and stores stock items.
* Enters data in computer to maintain inventory records.
* Removes or recommends removal of slow, unneeded, or outdated drugs from stock; prepares for return or disposal.
* Helps maintain orderly, clean environment in the department, including cleanliness of pharmacy stock and supplies.
* Maintains an attitude and philosophy with [CHC’s] standards.

**Non-Essential Duties and Responsibilities:**

* Cleans equipment and sterilizes glassware according to prescribed methods.
* Participates in the department’s quality assurance activities.
* Performs other job related duties as required.

**Supervisory Responsibilities:**

Received: Works under general guidance of the Pharmacy Tech In Charge and overall supervision of the Pharmacy Manager and/or Pharmacist on duty. Supervision is received through personal conference, general observation, work in progress, and occasional review by supervisor of completed work.

Exercised: None

**Education and/or Experience:** High school graduate or equivalent. One year or more related experience.

**Language Skills:** Bilingual preferred. Must speak clearly and be able to understand directions.

**Knowledge, Skills, and Abilities:**

* Ability to prioritize work load.
* Ability to perform moderately difficult technical and clerical work.
* Ability to make arithmetic calculations.
* Skill in handling cash and voucher control.
* Ability to meet and deal tactfully with the public.
* Ability to follow oral and written instructions.
* Ability to ask questions and elicit required information.
* Ability to communicate and work effectively with staff and patients.
* Skill in computer operations and type 40 wpm.

**Certificates, Licenses, and Registrations:** Must possess a current Pharmacy Tech license for [state].

**Physical Demands:** The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk for long periods of time. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The workspace is small and the environment can be crowded and noisy.

**Employment Practices:** [CHC] is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment, or participation in its programs and benefits on the basis of race, color, national origin, creed, ability to speak English, disability, sex, age or marital status. Persons alleging unequal treatment should contact the Human Resources Director at [x].