



TRIBAL PERSONNEL DEPARTMENT

**JOB ANNOUNCEMENT**

**JOB TITLE:** Pharmacy Technician Tier I/II  
**SUPERVISOR:** Pharmacy Manager  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** December 27, 2024  
**CLOSING DATE:** January 10, 2025

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**General Description:** The primary responsibility of this position is to assist the pharmacist in the technical and nonjudgmental functions related to the practice of pharmacy in the processing of prescription orders and inventory control.

**Qualifications:** High School Diploma or equivalent is required. Experience in a health care setting or experience as a Pharmacy Technician is preferred. Post-secondary education in Pharmacy Technician preferred. Must possess a Wisconsin Pharmacy Technician Certification or be willing to pursue additional training to become certified within 18 months of hire. Must also possess an unrestricted State of Wisconsin license for Pharmacy Technician or obtain upon hire.

**Salary:** \$15.00-\$20.00/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Nonexempt Position Description**

**A. TITLE OF POSITION:** Tier I- Pharmacy Technician/ Tier II Certified Pharmacy Technician

**B. DEPARTMENT:** Peter Christensen Health Center

**C. SUPERVISOR'S TITLE:** Pharmacy Manager

**D. DESCRIPTION OF DUTIES:** The primary responsibility of the Pharmacy Technician Tier I /Certified Pharmacy Technician Tier II is to assist the pharmacist in the technical and nonjudgmental functions related to the practice of pharmacy in the processing of prescription orders and inventory control. Specific responsibilities include but are not limited to the following:

1. Responsible for assisting the Pharmacist in processing prescriptions orders, obtaining and entering patient data into the computer, preparing a prescription refill request, retrieving medication from refill rack.
2. Responsible for answering the telephone and retrieving voice messages per policy.
3. Responsible for drop off/pick up window duties including greeting customers, accurately pulling patient medication bags, capturing patient signatures, and collecting patient co pays as needed.
4. Monitors and updates patient demographics in the computer operating system.
5. Responsible for the ordering of drug inventory per the Pharmacy formulary, as well as the proper filing of drug invoices.
6. Responsible for checking stock for outdated drugs, restocking empty vials and bottles, and maintaining a neat and clean work area.
7. Ordering and maintaining medication supplies inventory.
8. Check stock for outdated drugs, restock empty vials and bottles, and maintain a neat and clean work area.
9. Correcting and adjudicating rejected insurance claims and obtaining prior authorizations from insurance companies.
10. Accurate logging of scheduled prescriptions.
11. Maintaining Max by filling of cells, labeling and basic maintenance to assure accurate operations.
12. Validate orders and backorders and update drug inventory on hand.
13. Accurate filling of pharmacy documents.
14. Identifies appropriate quality controls for assigned areas of responsibility and ensures that monitoring, as well as process improvement occurring.
15. May be trained in the administration of immunizations and may assist in the delivery of influenza vaccines.
16. Assist in developing departmental policies as necessary.
17. Maintains strictest confidentiality according to HIPAA standards and upholds confidentiality working with sensitive patient data.
18. Participates in mandatory trainings and completes assigned trainings.
19. Understands the principle of Quality Improvement and participates in appropriate QI projects.
20. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow up.
21. Responsible for performing all other job duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Tribal and Peter Christensen Health Center Staff
2. **External:** Frequent contact with patients and authorized prescribers' clients

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Pharmacy Manager

**H. EDUCATION:** High school diploma or Equivalent is required. Post-secondary education in Pharmacy Technician is highly preferred.

**I. EXPERIENCE:** Strong work history and demonstrated ability to work in pharmacy setting is required. Recent pharmacy technician experience is preferred. Possession of Wisconsin Pharmacy Technician Certification is preferred, must be able to achieve certification within 18 months. Must also possess an unrestricted State of Wisconsin license for Pharmacy Technician or be willing to obtain upon hire.

**J. SKILLS:**

1. Must be able to maintain strict confidentiality according to HIPAA regulations.
2. Possess above average typing ability and mathematical skills.
3. Must have CPR (Heart Saver) certification or obtain within six months of hire and maintain bi-annually thereafter.
4. Willing to complete additional training in medical and pharmacy terminology, pharmaceutical and mathematical calculations, inventory control and other related skills.
5. Ability to understand and follow written and verbal instructions.
6. Must be dependable, reliable, responsible, and possess excellent customer service.
7. Ability to maintain composure and professionalism in difficult situations.
8. Must be able to attain and maintain Healthcare Provider background check for the state of Wisconsin.
9. Must be able to attain and maintain a license to practice as a pharmacy technician from the State of Wisconsin.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment.
2. **Exposure to Hazards:** May be exposed situations where pace of work is often times extremely busy and stressful.
3. **Physical Requirements:** Sitting, walking, bending, long hours of standing, and occasional lifting and carrying items weighing up to 50 pounds. Requires normal vision acuity and hearing.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Pharmacy Technician Tier I/Certified Pharmacy Technician Tier II to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and may be subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to or vaccination of measles, mumps, rubella, varicella, pertussis/Tdap and Hep B at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

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Employee Date

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Manager Date

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Previously signed  
Tribal Administrator Date

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Previously signed  
Human Resources Director Date