



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Temporary Certified Pharmacy Technician  
April 9, 2018 through July 9, 2018

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** Negotiable

**Hours:** Monday – Friday 9:30am – 6:00 pm

**Posting Date:** February 8, 2018

**Closing Date:** February 21, 2018

**Description of Position:**

The Pharmacy Technician will prepare medications under the direction of the Pharmacist. The Certified Pharmacy Technician will measure, mix, count out, label and record amounts and dosages of medications according to prescription orders. Will also bill insurance companies for reimbursement of medication.

**Qualifications:**

1. High School Diploma or GED required
2. Certified as a Pharmacy Technician with an accredited program preferred, other medical training considered.
3. Basic computer and mathematical skills
4. Maintain CPR certification
5. Ability to read, interpret and follow written and verbal instruction
6. Telephone skills including messaging and interviewing
7. Mantoux TB test current

8. Completed Hepatitis B series
9. Possess strong oral presentation skills
10. Maintain continuing education hours for certification
11. Must be able to pass a background check
12. Valid WI Driver's License
13. Valid Vehicle Insurance
14. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations
15. Be able to pass pre-employment and random drug testing

**Major Duties and Responsibilities:**

1. Take refill requests off answering machine at beginning of each day.
2. Monitor Point of Sale for "rejections".
3. Put away the daily medicine order, reorder shorts, returns, and inventory control.
4. Able to communicate with patients on the phone and in person in a professional manner.
5. Maintain/clean Scripto Machine and fill vials and medications as needed.
6. Reorder meds from Mckesson Company.
7. Clean Kirby Lester counters daily.
8. Shredding documents daily.
9. Refer all judgmental concerns to pharmacist.
10. Reporting of Adverse Incidents
11. Participate in "Incident Command" as directed by management
12. Any other duties assigned by Chief Pharmacist.

**Supervision and Guidance:**

The Certified Pharmacy Technician will work under the direction of the Chief Pharmacist with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Sara Klecan, Human Resources Director  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

02/07/2018