



EMPLOYMENT OPPORTUNITY

Center for Families and Children
 Human Resources Department
 4500 Euclid Avenue
 Cleveland, Ohio 44103
 (216) 432-7257 (Fax)
 careers@c4fc.org

<u>Position:</u>	<u>Location</u>
Pharmacy Technician	East Behavioral Health

JOB SUMMARY

Under direct supervision of a Pharmacist, the Pharmacy Technician performs a wide variety of pharmaceutical services including medication preparation and distribution, inventory, and billing. The Pharmacy Technician is responsible for performing the majority of the technical functions in the Pharmacy.

JOB DUTIES & RESPONSIBILITIES:

- Perform duties assigned by a licensed pharmacist. Areas of work are checked routinely for maintenance of quality control. Work is conducted in accordance with generally accepted standards of practice following departmental procedures and policies as outlined in the pharmacy operations manual.
- Read and interpret physicians orders received in pharmacy, prepare unit doses, label individual patient envelopes for dispensing to the nursing unit; work verified by licensed pharmacist.
- Pick up and deliver medication orders and drugs; assure that the pharmacist is informed of the delivery; remove discontinued drugs from stock, communicating this to the pharmacist.
- Make sure pharmacists are aware of any returns, so they are processed accordingly.
- Keep records appropriate. Communicate with pharmacy manager on such issues.
- Check and remove outdates meds on a routine basis to ensure that no deteriorated meds are in stock. Keep records accordingly.
- Assist with billing by using appropriate computer function, reason codes and dates for charging and crediting as billing will need this information to be correct for reimbursement purposes.
- Commit to continuing education by attending training and keeping up with policy changes.
- The successful candidate shall display dependability, flexibility, reliability, team playing, and accept supervision.
- Maintains confidentiality of all client, staff and agency-related data in accordance with CFC policies.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

- High School Diploma or equivalent
- Successfully attained Certified Pharmacy Technician (CPhT) status through Pharmacy Technician Certification Board (PTCB)
- Minimum of 6 months of work experience as a Pharmacy Technician, 2-3 years preferred
- Ability to read, write and perform arithmetic functions
- Excellent verbal and written communication skills
- Ability to work independently
- Ability to meet strict deadlines
- Ability to accurately perform multiple tasks simultaneously
- Must be able to maintain confidentiality and be organized
- Demonstrates proficiency with computers

*****AN EQUAL OPPORTUNITY EMPLOYER*****

EMPLOYMENT OPPORTUNITY

- Flexibility in day-to-day actions and duties

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted above. External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

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HR Department
RE: Pharmacy Technician
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