



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Pharmacy Clerk		<b>JOB CODE:</b> PHAC	
GOVERNMENT- EMPLOYEE		<b>EEO:</b> 6	<b>PAY GRADE:</b> 10
NON-EXEMPT	FLEX	<b>FUNDING SOURCE:</b> HNPD	<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

*"This position requires compliance with the Indian Child and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

Under direct supervision of the pharmacist, responsible for daily operations related to cash register operations of the pharmacy and Health Department. Additional tasks include non-pharmacy technician specific functions to maintain daily operations of the pharmacy.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Set up and verify dollar amounts for bank till daily.
2. Record daily inventory at close of day for cash and checks daily.
3. Responsible for all cash and checks on hand until the deposit is submitted to Accounts Receivable daily.
4. Customer service of pharmacy, which includes receiving customer requests and resolving any customer problems and concerns within the scope of this role.
5. Conduct outbound reminder calls to patients for prescription pickup and adherence reminders.
6. Assist with updating patient demographics for prescription processing.
7. Log sales on cash register, process payments as well as bag prescriptions.
8. Ensure prescriptions given to patient are correct with respect to patient using name along with address to confirm.
9. Maintain and manage over-counter drug products, order and stock adequate inventory.
10. Re-stock prescription stock bottles as directed by pharmacist.
11. Perform other duties and responsibilities as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	NONE
Supervisory Accountability	NONE
Organizational Accountability	NONE
Financial Accountability	NONE
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Subject to general input from supervisor Subject to regular review by supervisor



## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. High School diploma or GED.

### **ESSENTIAL:**

1. No convictions for any felony or misdemeanor involving dishonesty, alcohol and controlled substances.
2. Must live and promote a healthy, non-abusive lifestyle.
3. Valid driver's license, dependable transportation and proper insurance is preferred.
4. Maintain CPR certification.

### **EXPERIENCE:**

1. Customer service experience preferred.
2. Experience operating cash register.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Good customer relation skills.
2. Display a caring attitude toward patients in all aspects of job responsibilities.
3. Skill needed to adapt direct patient care to meet the needs of diversity and cultural sensitivity.
4. Demonstrate competence in the use of mathematical skills.
5. Competence in basic keyboard skills required in order to work with computer systems
6. Accurately record and prepare deposits.
7. Possess strong verbal and written communication skills.
8. Possess interest in health and/or health professions.
9. Ability to maintain confidentiality and follow direction and procedures.
10. Willingness to maintain professional appearance.

## **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

## **WORKING CONDITIONS**

1. Ability to stand and walk for a full (8) eight-hour shift.
2. Ability to work long periods of standing, bending, reaching and lifting boxes of medications weighing twenty pounds or less.
3. Ability to view computer screens for long periods of time.
4. Standing and walking are greater than 90% of time.