



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
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<b>Job Title:</b>	<b>Pharmacy Technician</b>	<b>Open Date:</b>	<b>December 18, 2024</b>
<b>SL Program:</b>	<b>Spirit Lake Health Center</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Summary:** This position is responsible for assisting pharmacists in the dispensing of prescribed medications, drugs, and other pharmaceuticals to provide the highest quality pharmaceutical care to SLHC patients.

Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.

**Major Duties & Essential Functions:**

- Mixes pharmaceutical preparations and fills bottles with prescribed tablets and capsules, and compounds medications as directed.
- Assists Pharmacist in preparing and dispensing medication.
- Responsible for the Pharmacy's point of sale (POS) billing, including to analyze, maintain and direct total billing operations for Pharmacy programs.
- Request and obtain prior authorizations for various pharmaceutical products.
- Counts stock and enters data in computer to maintain inventory records. Generates pharmaceutical orders and validates submission, receive and stores incoming supplies, adjudicates order when received and ensure payment.
- Coordinates reverse distributor program to obtain reimbursement where appropriate.
- Processes records of medication and equipment dispensed to patient, computes charges, and enters data.
- Prepares intravenous (IV) packets as directed.
- Enters data such as patient name, prescribed medication and cost, to maintain pharmacy files, charge system, and inventory.
- Compiles and maintains report to monitor outdated medication.
- Maintains current knowledge of and comply with federal, state and local regulations affecting areas of responsibility.
- Maintain effective, collaborative interdepartmental and external relations.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

**Knowledge required at a level appropriate for this position:**

- Knowledge of federal, state and local regulations affecting areas of responsibility.
- Knowledge of compounding medications using a scale.
- Knowledge of proper medication storage requirements.
- Knowledge of pharmacy formulary and POS codes.

- Knowledge of customer service principles.
- Skill in establishing priorities and organizing work.
- Skill in dealing with the public.
- Skill in oral communication.
- Skill in the provision of customer service.
- Skill in interpersonal relations.
- Skill in use of job related equipment and tools.
- Skill in use of personal computer and a variety of job related software applications.

### **Supervisory Controls**

The supervisor assigns work in terms of very general instructions. The supervisor checks completed work for compliance with procedures and the nature and propriety of the final results. Work is reviewed through conferences, reports, and observation of SLHC pharmacy operations and patient outcomes.

### **Guidelines**

Guidelines include state and federal laws, and regulatory agency requirements including: Federal Pharmacy Law, and North Dakota Pharmacy Law. Spirit Lake Tribe and SLHC policies and procedures. These guidelines are clear and specific and require some judgment.

### **Complexity/Scope of work**

This position consists of clinical and administrative duties. The continuous changes with insurance company formularies contributes to the complexity of the work.

The purpose of this position is to assist the Pharmacist to deliver the highest quality of pharmaceutical care to SLHC patients. Successful performance helps ensure the overall effective and efficient operation of the pharmacy and SLHC resulting in improved patient outcomes.

### **Contacts**

Contacts are typically with clinical providers, patients, and other employees. Contacts are typically to give and exchange information and provide assistance.

### **Physical demands/Work Environment:**

The work is typically performed standing or sitting. The work is typically performed in an office, or clinic setting which requires normal safety precaution for infection control and environmental safety measures. The work environment is usually noisy.

While performing the duties of this job, the employee is regularly required to stand and sit; use hands and fingers to manipulate, handle, or feel; and, talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or climb. The employee must regularly lift and /or move up to 25 pounds, and occasionally lift and/or move heavier items. Specific vision abilities required by this job include color vision. Must have sense of smell.

**Supervisory and Management Responsibility:**

This is a non-supervisory position that may provide functional direction, guidance and instruction to other employees.

**Qualifications, Experience and education required:**

- Certified Pharmacy Technician Degree or certificate with 2 years of experience.
- Current BLS certification.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

<b>Job Role:</b>	Pharmacy Technician	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full- time	<b>Supervision:</b>	SLHC Pharmacy Director
<b>Grade:</b>	12	<b>Managers Others:</b>	No
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:rcrosswhite@spiritlakenation.com">rcrosswhite@spiritlakenation.com</a> or <a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

**Application Procedure**

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.