

WASATCH HOMELESS HEALTH CARE, INC.
FOURTH STREET PHARMACY
POSITION DESCRIPTION

POSITION TITLE: PHARMACY TECHNICIAN

REPORTS TO: Pharmacy Director

STATUS: Non-Exempt

COMPENSATION RANGE: \$12.50-15.50 per hour, dependent upon experience

POSITION SUMMARY:

- Assist the pharmacist in tasks related to delivering pharmaceutical care

PRINCIPAL RESPONSIBILITIES:

- Process electronic prescriptions and prepares medications to be dispensed using professional standards
- Interact with patients and clinic staff to process prescriptions
- Maintain inventory by following procedures outlined in the Pharmacy Program
- Administer the Patient Assistance Program
- Answer phones, send/receive faxes
- Maintain pharmacy records and reports as directed
- Follow security and safety plans
- Maintain equipment and working areas

MINIMUM JOB REQUIREMENTS:

- Active and unrestricted Pharmacy Technician license in State of Utah
- Ability to work within a structure environment as a contributing team member

EVALUATION:

- Performance reviews are conducted annually by the Pharmacy Director. The results of the review are communicated with the Human Resources Director on a timely basis, who in turn will report to the appropriate administrative personnel