POSITION TITLE: PHARMACY TECHNICIAN
REPORTS TO: Pharmacy Director
STATUS: Non-Exempt
COMPENSATION RANGE: Competitive

POSITION SUMMARY:
• Assist the pharmacist in tasks related to delivering pharmaceutical care.

PRINCIPAL RESPONSIBILITIES:
1. Process electronic prescriptions and prepares medications to be dispensed using professional standards.
2. Interact with patients and clinic staff to process prescriptions.
3. Maintain inventory by following procedures outlined in the Pharmacy Program.
4. Administer the Patient Assistance Program
5. Answer phone and fax.
6. Maintain pharmacy records and reports as directed.
7. Follow security and safety plans.
8. Maintain equipment and working areas.

MINIMUM JOB REQUIREMENTS:
• Active and unrestricted Pharmacy Technician license in State of Utah.
• Ability to work within a structured environment as a contributing team member.

If interested, please send resume and cover letter to: jobs@fourthstreetclinic.org No phone calls please.

Fourth Street clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as covered veteran in accordance with applicable federal, state and local laws. Fourth Street Clinic complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Fourth Street clinic expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fourth Street Clinic employees to perform their expected job duties is not tolerated.