



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

**Opens: 11/24/2020**  
**Closes: 12/18/2020**

EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

### POSITION DESCRIPTION

**POSITION:** TEMPORARY CERTIFIED PHARMACY TECHNICIAN

**RESPONSIBLE TO:** Pharmacy Director

**SALARY:** GS-7 \$ 16.42/hr No Benefits

**CLASSIFICATION:** Non-Management, Temporary, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
Wellness Center, Chiloquin, Oregon

### POSITION OBJECTIVES

Working under the general supervision of a licensed Pharmacist, the incumbent shall perform a variety of technical pharmaceutical functions to support the mission of Klamath Tribal Health & Family Services (KTHFS.) The Temporary Certified Pharmacy Technician will be responsible for assisting the Pharmacists in all aspects of pharmacy permissible under their Oregon Pharmacy technician license. This will include, but not be limited to, prescription order entry, filling prescriptions, and dispensing prescriptions, helping to maintain the drug inventory, providing customer service and performing various administrative tasks.

Routine duties shall include providing health care related services to eligible patients primarily at KTHFS Wellness Clinic, but also in homes, schools, alternate job sites, and other community locations within the Klamath Tribes' Service Unit.

### MAJOR DUTIES AND RESPONSIBILITIES

Position Description: Temporary Certified Pharmacy Technician

1. The incumbent must recognize their training and experience limitations and not “over extend” themselves when matters are more appropriately handled by a Pharmacist or supervisor.
2. Perform all technical aspects of the medication order including prescription processing, measuring, packaging, compounding, reconstituting, labeling, and unit dosing. Fulfill requests and issue medications and supplies to other departments.
3. Perform calculations for the preparation of medication and pharmaceutical products.
4. Efficiently and accurately use the pharmacy computer system to process prescriptions by ensuring all legal requirements of a prescription are met as well as ensuring that the correct product is selected and properly billed for through insurance.
5. Assist Pharmacists with ensuring the patient information is accurate.
6. Review prescription orders and patient medication profiles to help the Pharmacist ensure medication orders are safe and appropriate; bringing attention to the Pharmacist of potential issues for review.
7. Assist with ordering, inventory maintenance, and removal of recalled and expired pharmaceuticals and other supplies from the pharmacy stock according to Standard Operating Procedures (SOP).
8. Perform third party payer reimbursement functions including billing, rebilling of claims, submitting prior authorization requests, and assisting with pharmacy audits.
9. Assist in maintaining a clean, professional, and organized working environment.
10. Communicate with Tribal members, descendants, caregivers, and other health care professionals, regarding patient medications and services according to the Pharmacy & KTHFS SOP and in compliance with Patient privacy regulations.
11. Perform Receptionist duties for the Pharmacy Department including: answering telephone calls, transferring calls when necessary, documenting refill requests, greeting visitors, , answering routine and procedural questions, and other clerical duties.
12. Assist in the implementation of all KTHFS and Pharmacy departmental Policies and Procedures and participate in quality assurance activities.

13. Receive training specific to the detection, correction, and prevention of Fraud, Waste and Abuse in the delivery of Medicare and Medicaid benefits. Training shall be performed within 30 days of hire and at least annually thereafter.
14. Complete in a timely manner other standard annual required training for health care workers or any training required by KTHFS such as Blood Borne Pathogen, HIPAA Privacy and Security, and others as deemed necessary.
15. Help develop and implement orientation, ongoing training, and proficiency assessments for Pharmacy and other KTHFS staff within scope of professional credentials.
16. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

The immediate supervisor is the Pharmacy Director. Work is assigned in terms of goals, objectives and basic priorities. After initial training, work is performed independently.

Assignments are performed according to Policy and Procedures set forth in the Pharmacy and other KTHFS SOPs. New assignments will be provided in detail, as well as changes in current procedures. Major or new issues should be referred to the Pharmacy Director. Work will be checked for accuracy, adequacy, and timeliness.

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

Possess basic knowledge of Federal regulations regarding Pharmacy operation.

Ability to perform work and accomplish tasks by following specific Pharmacy Department and general KTHFS policy and procedures to accomplish Pharmacy Department priorities.

Must be able to communicate effectively both orally and in writing with patients, caregivers, Pharmacy personnel, and other Health Care Professionals.

Possess strong public and interpersonal relationship skills. This is the ability to meet and deal with a variety of individuals exercising cultural awareness, tact, diplomacy, and mature judgment. Must be able to greet and deal with the public in a pleasant, courteous, and professional manner; at times in stressful situations.

Must have the ability and willingness to learn new skills necessary for the obtainment/renewal of the Pharmacy Technician National Certification and Oregon licensure.

Must possess the ability to function effectively under time constraints or when multi-tasking is required.

Must attain the skills and abilities required to operate prescription processing computer systems.

Ability to use pharmacy catalogs and to understand procurement policies and procedures.

Skill and ability to operate a computer/word processor in order to accomplish assignments in a proficient manner.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements. **Must maintain strict confidentiality of patient privacy and program information.**

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess Oregon Certified Pharmacy Technician Licensure *(Must submit a copy of certification with application.)*
- **REQUIRED** to possess Pharmacy Technician National Certification (CPhT) (Must submit a copy of certification with application.)
- **REQUIRED** to type/keyboard a minimum of 30 wpm with accuracy. Certification of typing/keyboarding ability is required. *(Must submit a certified 3-5 minute test with application; test may not more than 6 months old.)*
- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists.
- **REQUIRED** to have four (4) to six (6) months general experience working in the pharmacy field.
- **REQUIRED** to have computer and/or word processor experience.
- **REQUIRED** to have knowledge of records management.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization

policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.

- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.

**Preferred Qualifications:**

- Positive working experience with Native Americans in a related field.
- Prior volunteer work, education, training or experience in a related allied health field

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
ATTN: Human Resource  
3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.