

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: November 8, 2021
TITLE: Pharmacy Assistant
FTE: 60% (24 hours a week)
SITE: Taos

RESPONSIBILITIES:

Under the direction and supervision of the Pharmacist, The Pharmacy Assistant maintains clinic drug room in compliance with NM State Board of Pharmacy regulations. The Pharmacy Assistant has access to personal data regarding individual patients and/or their families; an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee.

EDUCATION High school diploma or equivalent.

EXPERIENCE Minimum of two years' experience in pharmacy or medical setting.

PREFERRED

Pharmacy Assistant II (Certified Pharmacy Technician)
Bilingual (English/Spanish)

OTHER REQUIREMENTS

1. COVID vaccination is a requirement for all El Centro Family Health employees, on-site students and volunteers unless granted an exemption under applicable state or federal law.
2. Tuberculin Skin Test (TST).

Knowledge, Skills and Abilities (KSA's):

- 1) Knowledge of computer and telephone skills and protocols.
- 2) Travel may be required.
- 3) Ability to travel to work in any El Centro Clinic, as requested.
- 4) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 5) May be required to work a flex schedule to meet deadlines, and or attend Mandatory meeting/trainings.
- 6) Ability to maintain and perform basic skills required as Pharmacy Assistant I.
- 7) Ability to read and follow instructions.
- 8) Ability to perform tasks with a high degree of attention to detail and manual dexterity.
- 9) Ability to organize workflow and work space.
- 10) Ability to perform all duties and responsibilities with dignity, quality, and calmness.
- 11) Ability to maintain confidentiality in all patient contact, staff, and health care professionals.
- 12) Ability to be flexible toward change, and to develop good cooperative working relationships with others.
- 13) Ability to speak and write fluent in Spanish.
- 14) Knowledge of general pharmacy procedures, protocols.
- 15) Ability to exhibit behavior and actions which create a high level of patient/customer relations-reflecting respect for the patients/customer's rights, needs, and confidentiality.

Interested individual must submit an updated employment application to Human Resources via email to: hr@ecfh.org or Fax to 505-747-8943, ATTN: Samantha Carlson, HR Manager.

EOE/M/F/D/V/Drug-Free Workplace.

COVID vaccination is a requirement for all El Centro Family Health employees, on-site students and volunteers unless granted an exemption under applicable state or federal law.

DEADLINE: Open until filled.

