



Home Delivery Tech

Job Summary:

The purpose of this position is to help lead and coordinate the home delivery services for the Waco Family Medicine – Pharmacy.

Duties & Responsibilities:

- Lead and oversee the day-to-day operations of the home delivery prescription services for WFM Pharmacies.
- Promote and oversee questions and concerns over home delivery orders and prescriptions.
- Serve as a champion or promoter of home delivery services for WFM patients and team members.
- Complete vaccine replenishment for all WFM satellite clinics each morning.
- Responsible for ensuring that all home delivery forms completed by WFM patients are uploaded promptly and correctly into the patient's electronic health record, Epic.
- Maintain optimal inventory levels of all home delivery supplies such as mailers, boxes, temperature controls, etc.
- Ensure that all prescription supplies are stocked at optimal levels at each pharmacy filling station.
- Assist in other duties as requested or outlined by the Director of Pharmacy Services or pharmacy supervisors.

Qualifications:

- High school diploma or equivalent and Texas State Board of Pharmacy – Pharmacy Technician certification.
- Energized by serving others and is comfortable talking on the phone to promote WFM Pharmacy.
- Excellent computer skills and knowledge of computer software, including program such as Word, Excel, PowerPoint, etc.