

**JOB TITLE – CERTIFIED PHARMACY TECHNICIAN**

**HOURS M-F: 8:00 AM - 5:00 PM**

**SUPERVISOR: Director of Pharmacy Services**

**SALARY Commensurate with Experience**

**FULL TIME POSITION – NEW BUDGETED**

**POSITION DUTIES/RESPONSIBILITIES:** receive prescriptions from patients and take limited medical histories, check prescriptions for completeness of information, verifying patient information and proper physician authorization. Calculate correct drug dosages, converting between metric and apothecary systems. Enter patient and prescription data into computer. Comply with all regulations related to confidentiality of patient information. Under the supervision of the pharmacist, pre-package commonly-used quantities and assist with the dispensing of prescriptions. Provide non-drug information to patients and providers, answering appropriate questions. Assist pharmacist to resolve prescription problems with providers. Operate cash drawer and process receipts; answer telephones. Contact pharmaceutical companies and resolve problems with indigent patient program claims; process orders to pharmaceutical companies for indigent patient program drugs. Verify computer usage totals with stocked drugs and process orders. Check invoices with shipments for drugs/supplies and stock shelves and check and restock extended-hours emergency drug box daily. Reconcile daily payments received with computer totals and prepare bank deposit. Maintain clean work areas and equipment.

**REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:** High school diploma or equivalent. CPhT or ExCPT certification, and registered pharmacy technician.

**REQUIRED EXPERIENCE OR SKILLS:** Legible handwriting, good communication skills, knowledge of pharmaceutical and related medical terminology, knowledge of metric and apothecary measurement systems, knowledge of and pharmacy safety standards, ability to perform basic arithmetic calculations and use calculator. Fluent in Spanish is strongly preferred.

**TO APPLY:** Please visit our website at [www.wacofhc.org](http://www.wacofhc.org) and fill out an online application located under Careers.