



**THE COQUILLE INDIAN TRIBE**  
**CLOSES SEPTEMBER 8, 2017 AT 5:00 PM**

**Job Title:** Pharmacy Clerk  
**Department:** Community Health Center  
**Reports to:** Pharmacy Manager  
**FLSA Status:** Non-Exempt, Full-Time  
**Location:** Coos Bay/North Bend  
**Salary Grade:** \$13.22 to \$16.52 per hour, DOE

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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**JOB SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Pharmacy Manager, the Pharmacy Clerk will be the primary person responsible for timely, efficient, and courteous customer service to all Tribal members, Native Americans, non-native patients of the Community Health Center, and other eligible entities. In addition, the clerk will be primary person responsible for packaging and shipping of mail order prescriptions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide customer service to patients of the pharmacy both in person and via telephone.
2. Document patient demographics, allergies, and insurance information on prescriptions received.
3. Package and ship all mail order prescriptions.
4. Operate cash register and process credit card payments.
5. Place and receive drug shipments from wholesalers.
6. Accurately sell completed prescriptions to patients.
7. Validate patient eligibility for services and program for which eligible.
8. Assist Pharmacy Technician and Pharmacist as requested.
9. Work collaboratively with PRC and NHG to maximize tribal resources.
10. Operate and answer telephone and receive incoming messages as necessary.
11. Assist with annual physical inventory of pharmacy.
12. Prepare purchase orders for supplies
13. Delivery of prescriptions and supplies to medical clinic when needed.
14. Perform other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

**PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills and ability to understand and interpret complex and technical documents.
2. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
3. Knowledge of pharmacy rules and regulations.
4. Ability to learn and operate various wholesaler ordering platforms.
5. Ability to operate various small electronic equipment (ie: cash register, postage meter, fax)
6. Ability to be precise and pay attention to details in a fast paced environment. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
7. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
8. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
9. Knowledge of and the ability to maintain strict confidentiality of medical and administrative records adhering to the standards for health record-keeping under HIPAA and Privacy Act requirements.
10. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
11. Ability to make decisions independently in accordance with established policy and procedures.
12. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

#### **MINIMUM QUALIFICATIONS**

- A. High school graduate or GED required.
- B. One year experience in a customer service position preferred.
- C. Computer experience and knowledge of Microsoft Office Suite (Word, Outlook, etc.) required.
- D. Knowledge of Pharmacy rules and regulations preferred.
- E. Experience with cash and credit card handling preferred.
- F. Multi-line phone experience preferred.
- G. Demonstrated excellent verbal communication skills and a positive attitude.
- H. Ability to work with a wide variety of people.
- I. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.

**Visit [www.coquilletribe.org](http://www.coquilletribe.org) for an application**

**Or**

**Contact HR at 541-756-0904.**

**Submit completed applications to:**

**Human Resources Director**

**Coquille Indian Tribe Administration Offices**

**3050 Tremont St. North Bend, OR 97459**