



*Joseph M. Smith  
Community Health Center*

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[www.jmschc.org](http://www.jmschc.org)

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The *Joseph M. Smith Community Health Center* is now accepting applications for the following position:

## **PHARMACIST**

### **General Responsibilities:**

Responsible for the overall daily operation of the pharmacy department including but not limited to operational and clinical services. Such services include, but not limited to purchasing, preparation and distribution of drugs; clinical oversight and interaction with medical staff; and appropriate /timely submission/reconciliation of drug claims.

### **Skills and Experience Required:**

A Bachelors, Masters or Doctoral degree in Pharmacy from a college of pharmacy accredited by the American Council on Pharmaceutical Education (ACPE). A current, valid, unrestricted license to practice Pharmacy in the Commonwealth of Massachusetts.  
1-3 years pharmacy or related experience, preferably in retail pharmacy services. Must be detailed oriented and possess good people skills. Ability to communicate with patients in both English and Spanish is preferred.

### **Responsibilities:**

1. Responsible for all activities related to dispensing medications.
2. Facilitate new business and oversee timely and accurate delivery of services to clients.
3. Ensure that billing documents and inventory control records are completed and accurate.
4. Responsible and accountable for operational budgets ensuring that the operation of department is within budget guidelines and providing explanation of significant variances.
5. Participates in annual pharmacy budget projections.
6. Ensure strict compliance with all standardized professional policies and procedures
7. Participates in the selection and hiring of pharmacy staff including pharmacists, technicians, and support staff.
8. Works in collaboration with pharmacy staff to increase their clinical effectiveness and counseling skills
9. Assist with the development, use, analysis, and feedback of clinical performance measurement indicators, processes, and audits
10. Maintains strict control over distribution and usage of government controlled products such as narcotics and barbiturates.
11. Ensure appropriate record keeping for each prescription filled for pharmacy files, for control files on narcotics, poisons, habit-forming drugs or for billing records.
12. Ensure inventory control of pharmacy stock to an acceptable turnover to minimize the amount of expired medications.

**HOURS:** Full - time – 40 hours per week, Exempt. Evening and Saturday hours are an essential function of this position. Position offers competitive salary and excellent benefit package.

Interested candidates should send resume to: Human Resources at 564 Main St. Waltham, MA 02525 or fax to (781) 693-3817 or email to [hr@jmschc.org](mailto:hr@jmschc.org).

**Joseph M. Smith Community Health Center is an Equal Opportunity & Affirmative Action Employer**