



*Joseph M. Smith
Community Health Center*

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564 Main Street, Waltham, MA 02452

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www.jmschc.org

November 25, 2009

Position Available

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

BI-LINGUAL PHARMACY TECHNICIAN

RESPONSIBILITIES:

1. Fill new medications orders, refills and renewals for the JMSCHC Pharmacy clients.
2. Restock shelves in the dispensing areas as stock replacement for the pick stations.
3. Credit client medications that are returned.
4. Check for outdated medications.
5. Prepares prescription for shipping.
6. Coordinates shipment of prescription orders.
7. Help pharmacists in training new technicians and cross training other technicians
8. Make recommendations to the Pharmacist as to how methods and procedures can be improved.
9. Ability to help others whenever and where ever there is a backlog.
10. Being accurate, fast, knowledgeable, thorough and complete in one's work.
11. Willingness to learn new responsibilities.
12. Answer telephone calls in a timely, professional manner.

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

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Must be flexible and be able to work different schedules to meet client and pharmacy needs.
3. Demonstrate competent working knowledge of participating workers compensation plans.
4. Be able to work in fast-paced environment.
5. Possess ability to troubleshoot and solve problems.
6. Demonstrate strong verbal and written communications skills in Spanish and English.
7. Must be organized and able to prioritize tasks.
8. Bilingual in English and Spanish.

PREFERRED QUALIFICATIONS:

1. Certified Pharmacy Technician licensed by passing the National Pharmacy Technician Certification Exam.
2. Prior experience with and detailed knowledge of OTC drugs and laws governing OTC drugs.
3. Prior experience with and detailed knowledge of the Pharmacy Technician Procedures.

Interested candidates should send resume to: Human Resources at 564 Main St. Waltham, MA 02452 or fax to (781) 693-3817 or email to hr@jmschc.org.

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