

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900  
Fax: (920) 496-7490

**FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Pharmacy Clerk  
**POSITION NUMBER:** 01883  
**DEPARTMENT:** Pharmacy  
**LOCATION:** 525 Airport Road Oneida WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Pharmacy Director  
**SALARY:** NE02 \$10.52/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** May 9, 2019  
**CLOSING DATE:** May16, 2019  
**Transfer Deadline:** May 16, 2019  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

Provide quality, prompt, and courteous customer service to clients of the Oneida Community Health Center Pharmacy. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Provide service to customers picking up/dropping off prescriptions; process receipt through insurance where appropriate and accept cash/check or process credit card information.
2. Answer patient phone calls; processes refill orders.
3. Provide and maintain excellent customer service.
4. Address customer complaints and concerns with professionalism and tact.
5. Reconcile and verify startup monies at the beginning and ending of all shifts.
6. Prepare routine daily reports such as sales, orders, credit card receipts, and/or bank deposits.
7. Follow standard procedures for Pharmacy opening and closing.
8. Operate computerized cash register to conduct sales transactions; handles cash and makes change as required.
9. Prepare cash register reconciliation and miscellaneous routine reports.
10. Receive and process pharmaceutical deliveries from vendors as appropriate, and places on shelves in accordance with established protocol and procedure.
11. Contribute to a team effort and accomplish related results as required.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## **JOB DESCRIPTION**

### **Pharmacy Clerk**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, reach with hands and arms; climb or balance; and stoop, kneel crouch, and be able to reach out and pick-up and hold small objects.
2. Occasionally lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in a climate-controlled setting with a moderate noise level.
4. Extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Ability to communicate effectively in the English language both verbally and in writing.
4. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
5. Ability to understand and follow specific instructions and procedures.
6. Ability to sort, check, count, and verify numbers.
7. Ability to maintain quality, safety, and/or infection control standards.
8. Ability to handle multiple tasks and meet deadlines.
9. Ability to carry out instructions furnished in verbal and written format.
10. Ability to work independently with minimal supervision.
11. Ability and willingness to provide strong customer service orientation.
12. Ability to obtain First Aid Certification and CPR certification.
13. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during employment.
18. Employees are required to have proof of immunity or dates of 2 doses of MMR and of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
19. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement.
2. (1) year of experience as a cashier.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**