

APPLY IN PERSON AT:

Human Resource Department
909 Packerland
Green Bay, WI 54303



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

OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Pharmacist (Sub-Relief)
POSITION NUMBER: 09014, 09038
DEPARTMENT: Pharmacy
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Pharmacy Director
SALARY: E10 \$44.44 hr
CLASSIFICATION: Exempt
POSTING DATE: January 10, 2020
CLOSING DATE: Until Filled
Transfer Date: January 17, 2020
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 pharmacy services to patients and medical practitioners. Fill prescriptions; dispense medicine, counsel patients and medical practitioners regarding the nature and use of drugs. Prepare and maintain all necessary records on prescriptions, patient charges, and inventory. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Prepare and oversee the preparation and dispensing of prescription medications to patients or medical practitioners; make decisions regarding generic substitution of prescribed pharmaceuticals.
2. Counsel patients and medical practitioners on drug indications/contraindications, dosage, drug interactions, and side effects; provide other drug and pharmaceutical information as appropriate.
3. Oversee the acquisition and disbursement of drugs and medications to various offices, clinics, and other sites.
4. Provide guidance and training to pharmacy technicians during course of work and monitors performance.
5. Establish and maintain methods and manner of storage and recordkeeping systems to provide for safekeeping of pharmaceuticals.
6. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
7. Interpret and enter orders on computer systems.
8. Monitor medication therapy and maintain medication records.
9. Order medications and supplies.
10. Check medication stock for expiration or unusable stock.
11. Clean and maintain pharmacy equipment.
12. Debit and credit patient accounts.
13. Keep track of Controlled Substances.
14. Prepare various reports as requested.
15. Contribute to a team effort and accomplish related results.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. 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.

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands, reach with hands and arms; and talk and hear.
2. Occasionally stand; stoop, kneel, crouch, crawl and 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. Evening and/or weekend work may, and extended hours or 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 as required.

STANDARD QUALIFICATIONS:

1. Knowledge of drugs and their indications, contraindications, dosing, side effects, and proper administration.
2. Knowledge of patient care charts and patient histories.
3. Knowledge of policies and regulations pertaining to the disbursement of pharmaceutical drugs.
4. Knowledge of clinical operations and procedures.
5. Knowledge of related accreditation and certification requirements.
6. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
7. Ability to maintain quality, safety, and/or infection control standards.
8. Ability to design and implement systems necessary to collect, maintain, and analyze data.
9. Ability to perform basic patient assessments and referrals.
10. Ability to supervise and train assigned staff.
11. Ability to communicate technical information to non-technical personnel.
12. Ability to relate effectively to patients, patient's families, other members of the health care team.
13. Ability to communicate effectively in the English language both verbally and in writing with staff and the general public.
14. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
15. Ability to make solid decisions and exercise independent judgment.
16. Ability to be persuasive and tactful in controversial situations.
17. Ability to obtain First Aid Certification and CPR certification.
18. Obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
19. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses 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.
20. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
21. Must be willing and able to obtain additional education and training.
22. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department)**
23. Must pass a pre-employment drug screening. Must adhere to the Oneida Nation's Drug and Alcohol-Free Workplace Policy during employment.
24. 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.
25. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

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MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Pharmacy or a Doctor of Pharmacy (Pharm D) and one (1) year of experience in a hospital, clinic or retail setting.
2. Licensed as a Registered Pharmacist by the Wisconsin Department of registration and licensing.

ITEMS TO BE SUBMITTED:

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