



Care Alliance

Job Description

Position: Pharmacy Technician

EEO Category: Technical

Reports to: Pharmacy Manager

Full/Part Time: Full Time

Location: Cleveland, Ohio

Shift: 8:00AM-4:30PM

Mission Statement:

Our mission is to provide high-quality, comprehensive medical and dental care, patient advocacy and related services to people who need them most, regardless of their ability to pay. Caregivers demonstrate a high level of empathy, compassion and profound respect while providing excellence of care to our patients. They serve as advocates for all of those in our Northeast Ohio community, especially the most vulnerable.

Job Summary:

The Pharmacy Technician assists the Pharmacist and other personnel with duties that facilitate the dispensing of medication in a timely fashion.

Task Responsibilities:

*Include but are not limited to:

- Accepts prescriptions presented by patients for pharmacy action
- Accept payment for prescription from patient
- Assists in maintenance of computerized records of pharmacy operations
- Assists in preparing monthly activity reports
- Performs other responsibilities as assigned

Minimum Education and Experience:

Required:

- High School Graduate
- Pharmacy Technician Certificate **(if not must be certified within 6 months of hire)**
- Good verbal and written communication skills
- Problem solving skills
- Well-developed communication interpersonal skills
- Ability to work with a wide range of homeless individuals
- Ability to work independently with minimum supervision
- Commitment to the mission of Care Alliance

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Preferred:

- **Oral Comprehension** – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** – The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** – The ability to read and understand information and ideas presented in writing.
- **Problem Sensitivity** – The ability to tell when something is wrong or is likely to go wrong It does not involve solving the problem, only recognizing there is a problem.
- **Written Expression** – The ability to communicate information and ideas in writing so others will understand.
- **Inductive Reasoning** – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Near Vision** – The ability to see details at close range (within a few feet of the observer).
- **Deductive Reasoning** – The ability to apply general rules to specific problems to produce answers that make sense.
- **Category Flexibility** – The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Information Ordering** – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations).

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is occasionally required to walk, sit, use fingers, handle, or feel objects, tools, or controls; reach with hands and arms, balance; stoop; talk and hear. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work Environment:* The noise level in the work environment is usually moderate. May be exposed to hazardous conditions

Care Alliance Locations:

Care Alliance Health Center
St. Clair Clinic
1530 St. Clair Avenue
Cleveland, Ohio 44114

Riverview Clinic
Riverview Estates
1795 West 25th Street
Cleveland, Ohio 44113

Stokes Clinic
Carl B. Stoke Social Service Mall
6001 Woodland Avenue
Cleveland, Ohio 44104

Central Neighborhood Clinic
2916 Central Avenue
Cleveland, Ohio 44115

Equal Employment Opportunity

It is the policy of the Care Alliance Health Center to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against

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employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or more), military status or veteran status is illegal.

General Sign Off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

By signing this document, I acknowledge that I have read and understand this explanation and job description.

Employee Signature

Date

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Care Alliance Health Center

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