



**Position Title:** Clinic Pharmacy Technician  
**Department:** Open Door Clinic  
**FLSA Status:** Full Time, Hourly (Non-Exempt) – 40 Hours/Week  
**Pay Range:** \$13/hour  
**Reports To:** Pharmacy Manager

---

**POSITION OVERVIEW:** The Open Door Clinic is an ambulatory free clinic serving low-income, non-insured, adult residents in Raleigh, NC. The pharmacy technician assists the pharmacist with all functions of the pharmacy of the Open Door Clinic and assists in fulfillment of federal and state legal requirements in processing and distribution of medications and inventory management.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Retrieve and accurately enter prescription orders utilizing QS/1 pharmacy software system.
- Accurately count and label medications in accordance with state pharmacy law.
- Retrieve and respond to phone messages.
- Work with pharmacist to ensure all prescription drugs are safe and secure in the pharmacy and stored according to rules and regulations.
- Maintain and procure pharmacy supplies as needed.
- Assist in the collection, organization, and removal of expired medications.
- Assist in developing and maintaining pharmacy policy and procedures.
- Communicate policies and procedures to volunteer pharmacists regarding pharmacy software and computer use.
- Assist in reconciling patient medications records between pharmacy software, EHR, and TPC.
- Utilize EHR to communicate patient needs to other clinic staff.
- Use Microsoft Word, Excel, and PowerPoint to create, edit, maintain and print pharmacy forms as needed.
- Assist in placing medication purchase orders for Quest Pharmaceuticals, Henry Schein and other drug acquisition wholesalers. Maintain all pharmacy expenditures on excel sheet.
- Utilize Microsoft Outlook to communicate with other employees.
- Train new volunteer pharmacy assistants and assist in maintaining volunteer schedule.
- Assist in hosting job shadowing students.
- Scan and upload pharmacy documents (prescriptions/refill sheets) into EHR system.
- Work with Access to Care Team to process and maintain accurate patient records in pharmacy computer system in regards to patient eligibility status (Basic, Enhanced, and Ineligible For Services) and demographics for medication dispensing.
- Work with Pharmacy Manager, Access to Care Team, and Patient Assistance Program (PAP) Coordinator in acquiring medications and developing best practices for medication procurement and recordkeeping.

- Check in and process medication packages and orders received from the Patient Assistance Program, Direct Relief, AmeriCares, Quest Pharmaceuticals and Henry Schein.
- Maintain accurate inventory in pharmacy software program. Notify pharmacist of any discrepancies discovered.
- Other duties as assigned.

**Work Schedule:**

Forty hours a week as follows: Monday, Tuesday, Wednesday and Thursday: 8:30am-6:30pm, with flexibility.

**Education / Experience Requirements:**

- High school diploma with a minimum of one (1) year of college required.
- One (1) year community pharmacy technician experience preferred.
- Able to maintain confidential information.
- Mild to high-level computer proficiency (Excel, Word, Powerpoint, Outlook, etc.).
- Solid communication (verbal, written, listening) and people skills.
- Well organized and detail oriented.
- Team Player.

**Physical / Work Environment:** Incumbent must be able to perform assigned duties and responsibilities throughout the work site (stairs/elevator), bend/stoop, use step stool, and occasionally lift/carry up to 10 lbs. to perform the essential job functions. Must be able to operate office equipment (copier, fax, telephone, computer) and provide own transportation to and from work.

EOE