



Choctaw Health Center

Pharmacy
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4330

JOB ANNOUNCEMENT# 076136

Position Title: Pharmacy Clerk
Salary: Grade 7
Supervisor: Assistant Chief Pharmacist
Type of Employment: Temporary Casual Full Time/Non-Exempt/Essential
Job Location: Choctaw Health Center Pharmacy
Opening date: AUGUST 10, 2020
Closing date: AUGUST 17, 2020 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

Mission Statement: The Mission of the Choctaw Health Department is to raise the health status of the Choctaw people to the highest level possible.

Vision Statement: Our Vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw community.

Come make a difference! The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the tribe's population across a 10 county area in Central Mississippi. It is an 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. This is a Temporary position only for the duration of COVID-19 pandemic.

Demonstrate a thorough knowledge and understanding of the duties and responsibilities of his/her position, including standards of ethics governing pharmacy practice. Provides superior patient care, and perform other duties as assigned under the general supervision of the Assistant Chief Pharmacist and according to legal requirements and hospital policy. At various times, he/she may be supervised by the Staff Pharmacist in carrying out his/her duties and for consultation purposes.

DUTIES AND RESPONSIBILITIES:

1. Greet patients at the pharmacy window. Answer telephone, assist customers, and refer messages.
2. Provides medications to nursing units: inpatient, outpatient, ER, field health clinics, (bulk as well as for individual patients) and other CHC beneficiaries.
3. Excluding the preparation of sterile products, the incumbent may perform the duties of a Non-Certified Pharmacy Technician under the supervision of a Registered pharmacist.
4. Stock pharmacy shelves, sort inventory, assist in pre-packaging drugs.
5. Locate patient's medications & distribute to appropriate patients using birth-date to verify correct patients.
6. Deliver medication orders to appropriate areas, aid in keeping the pharmacy neat and tidy.
7. Perform inspections throughout the facility and insures that the drugs being used have not passed expiration date or deteriorated nor in any manner become unfit for use.
8. Aids in maintaining drug inventory record and taking steps to assure adequate inventory levels at all times.
9. Aids in maintaining strict control of narcotics, hypnotics, depressants and stimulants, throughout the facility as well as stocks emergency drug carts.
10. Assists in providing patient education and training for staff.
11. Aids in the pharmacy mail order program, for eligible members of the Mississippi Band of Choctaw Indians.
12. Inspect storage places, including field clinics, for drugs to insure proper storage condition; check age and condition of all medications.
13. Keeps patient information confidential and abides by the HIPAA regulation.
14. Performs other duties and responsibilities as assigned in compliance with

department and hospital policies and procedures.

Pharmacy Clerk

Page 3

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. Must be able to work 8 hour shifts between the hours of 9:30 am and 6:00 pm in a busy outpatient pharmacy, rotating weekends and holidays.
2. Long periods of time standing may be required.
3. Must be able to lift at least 35 pounds.

QUALIFICATIONS:

1. Must have a high school diploma or GED. **(Attach copy to application)**
2. Two years of related pharmacy experience required.
3. Completion of ASHP recognized Pharmacy technician training program preferred. Incumbent must be willing to complete an ASHP recognized Pharmacy Technician Training Program at Mississippi University Medical Center in Jackson, MS.
4. Ability to speak both Choctaw and English fluently.
5. Must possess a valid Mississippi driver's license, reliable transportation and automobile liability insurance. **(Attach copy to application)**
6. Completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program a pre-employment physical examination is required and an annual physical examination during employment.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350