



Choctaw Health Center

Pharmacy
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4330

JOB ANNOUNCEMENT# 076136

Position Title: Pharmacy Clerk - Temporary (4 Positions)
Salary: Grade 7
Supervisor: Assistant Chief Pharmacist
Type of Employment: Part-Time During COVID-19 Pandemic
Job Location: Choctaw Health Center Pharmacy
Opening date: **SEPTEMBER 08, 2020**
Closing date: **SEPTEMBER 15, 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 over the phone. Gather information from patients as it relates to medication pickup for curbside service.
2. Greet patients at the pharmacy window. Answer telephone, assist customers, and refer messages.
3. Provides medications to individual patients at curbside area.
4. 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.
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. Assists in providing patient education and training for staff.
8. Aids in the pharmacy mail order program, for eligible members of the Mississippi Band of Choctaw Indians.
9. Keeps patient information confidential and abides by the HIPAA regulation.
10. Performs other duties and responsibilities as assigned in compliance with department and hospital policies and procedures.

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 and walking 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 preferred.
3. Must possess a valid Mississippi driver's license, reliable transportation and automobile liability Insurance. **(Attach copy to application)**
4. 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*****

Pharmacy Clerk
Page 4

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