



Choctaw Health Center

Pharmacy
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4330

JOB ANNOUNCEMENT# 076136

POSITION TITLE: Pharmacy Clerk (2 Positions)
SALARY: Grade 7
SUPERVISOR: Deputy Chief Pharmacist
JOB LOCATION: Choctaw Health Center- Pharmacy
TYPE OF EMPLOYMENT: Regular Full Time/Non-Exempt/Essential
Opening date: APRIL 13, 2023 APR 13 2023
Closing date: APRIL 20, 2023 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

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

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

The Choctaw Health Center pharmacy is focused on providing exceptional pharmacy service to patients, family members, visitors, as well as internal customers such as physicians, pharmacists, and administrative personnel. 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 Deputy 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. The position supports Registered Pharmacists in the organization to bring about best practices related to pharmaceutical care. This position is also responsible for adherence Federal, state, and local laws set forth by the Food and Drug Administration, as well as regulations set forth by accrediting agencies. This position is funded through the American Rescue Plan Act (ARPA). **This position is funded for a two year period.**

Responsibilities and Duties:

1. Greet patients over the phone. Gather information from patients as it relates to medication pickup for drive through/in person service.
2. Greet patients at the pharmacy window/drive through. Answer telephone, assist customers, and refer messages.
3. Provides medications to individual patients at curb side/ in person visits.
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 date of birth along with patient's name to verify correct patients.
6. Deliver medication orders to appropriate areas, aid in keeping the pharmacy neat and tidy.
7. Aids in the pharmacy mail order program, for eligible members of the Mississippi Band of Choctaw Indians.
8. Keeps patient information confidential and abides by the HIPAA regulation.
9. Performs other duties and responsibilities as assigned in compliance with department and hospital policies and procedures.
10. Abides by all policy and procedures and executive orders established by Choctaw Health Center.

WORK ENVIRONMENT:

Work is performed in the Pharmacy area of the Choctaw Health Center in a setting which is adequately lighted, heated and vented.

1. Must be able to work 8 hour shifts between the hours of 08:00 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.

QUALIFICATIONS:

1. Must have a high school diploma or GED. **(Attach copy to application)**
2. Two years of related pharmacy experience preferred.
3. Ability to speak both Choctaw and English fluently are preferred.
4. Must possess a valid Mississippi driver's license, reliable transportation, and automobile liability insurance. **(Attach copy to application)**
5. Completion of criminal background investigation and pass a pre-employment drug test.
6. Must be dependable and be able to report to work on time, every day.
7. Must have a current working telephone number.
8. Ability to establish and maintain cooperative working relations with patients, staff, and visitors.
9. Candidates will be required to show proof of being fully vaccinated against COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J & J vaccine. A copy of the vaccination card, or a copy of a medical exemption, which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.

Hours Worked:

Working hours may vary according to shift schedule to cover a 40-hour work week. Must be able to work weekends and holidays on a rotating schedule. Employees are responsible for clocking in and out as scheduled.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required, and an annual exam is required while employed.

*****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