



Job Title: Pharmacy Technician
Reports To: Medical Supervisor / Clinic Physician

SUMMARY

This full-time position for a Pharmacy Technician will generally work 5 days a week; hours: 8:0am – 4:00pm and as clinic needs dictate. We seek a licensed pharmacist or a licensed nurse (RN or LPN) with pharmacy experience for this position.

PHARMACY MANAGER RESPONSIBILITIES

- Fills prescriptions written by the NOVA physician and visiting physicians who are part of a NOVA mission
- Ensures that the pharmacy has all needed medications for proper functioning of the clinic
- Ensures medications are not expired
- Promptly and proactively communicates to Medical Supervisor Doctor if medications are in short supply
- Ensures that the pharmacy is maintained in a clean and neat fashion at all times
- Provides monthly reports of the pharmacy's inventory of medications and supplies in a timely and detailed manner
- Provides monthly reports of medication and material requests in a timely and detailed manner
- Utilizes MS Excel for all reporting
- Assists in organizing and participating in mobile clinics and participating in applicable community events
- May serve as cashier collecting fees from patients
- Provides pharmacist input for the development of NOVA's electronic medical record system and effectively learn to utilize the electronic health record system implemented
- Performs any duties required for the overall proper functioning of the clinic as determined by management.

QUALIFICATIONS

- Graduated as a licensed pharmacist or as a licensed nurse with experience in and knowledge of pharmacology
- Strong interpersonal and communication skills
- Ability to deal with ambiguity and changing priorities
- Ability and desire to help out in the clinic as needed
- Proficient in MS Excel or willing to quickly learn the basics on his/her own time
- Bilingual English-French preferred but not required

COMPENSATION

- 15 vacation days per year and national holidays
- This position does not provide any extra pay for mobile clinics, transportation costs, or any other similar benefits