

# KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## LEAD PHARMACY TECHNICIAN

Full-time, Non-exempt position

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- Copy of High School Diploma or GED
- Copy of Pharmacy Technician certification
- Documentation of CPR Certification, if applicable
- Minimum of three (3) Professional Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4176 or 4140  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** August 26, 2016

**Closing Date:** September 9, 2016 at 4:00pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

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## POSITION DESCRIPTION

**POSITION:**

**LEAD PHARMACY TECHNICIAN**

Full-time, Non-exempt position

**LOCATION:**

Donald A. LaPointe Health & Education Facility  
Baraga, Michigan 49908

**SUPERVISORY CONTROL:**

Pharmacist

**SALARY:**

Grade 7 (minimum starting wage = \$14.47/hr)

**SUMMARY:**

Assists the Pharmacist in filling prescriptions and maintenance of daily activities in the pharmacy that are essential to a safe and efficient pharmacy operation. Trains new Pharmacy Technicians.

**QUALIFICATIONS:**

- Must possess a High School diploma or GED.
- Must be a Licensed Pharmacy Technician and maintain licensure during employment.
- CPR Certification preferred, or must obtain within 90 days of employment.
- Basic knowledge of Indian Health Programming and local Tribal community.
- Computer skills required including Office Windows package.
- Must have basic knowledge of Electronic Health Records (EHR).
- Must have a working knowledge of community resources.
- Knowledge of medical terminology required, as well as general knowledge of office and clerical practices; good organizational, verbal and written skills; word processing and electronic file management.
- Must be able to read reports and view information on a computer monitor.
- Must be able to meet the physical demands of the position, which include: good hearing; the ability to stand/walk for long periods of time; ability to climb, stoop, and kneel; and the ability to lift up to 25 pounds unassisted.
- Employment is contingent upon the satisfactory result of a security background check, drug testing, and physical exam.

**INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent

**VETERAN PREFERENCE:**

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

**DUTIES AND RESPONSIBILITIES:**

- Maintains confidentiality of health care information in agreement with the Federal Medical Privacy Act and HIPAA.
- Documents and maintains accurate client records in accordance with the Keweenaw Bay Health Center Medical Records Policies.
- Refers clients to obtain alternate resources for medical and/or pharmaceutical coverage.
- Tracks all referrals and provides needed follow up.
- Provides and/or assists in demonstrations, conducts training sessions and community meetings in the area of Prescription Assistance programs.
- Provides basic CPR in cases of emergencies and assistance during emergency situations.

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- Provides basic CPR in cases of emergencies and assistance during emergency situations.
- Assists in preparing, updating, reporting and maintaining the Policy and Procedure Manual for the Pharmacy and related departments.
- Participates in general staff meetings, medical staff meetings, and other meetings or committees as assigned (Quality Assurance, Safety, etc.)
- Complies with the KBIC Policy and Procedure manual and specific policies of the KBIC DHHS.

#### Pharmacy

- Receive written or electronic prescription or refill requests and verify that information is complete and accurate.
- Maintain proper storage and security conditions for drugs.
- Answer telephones, responding to questions or requests.
- Fill bottles with prescribed medications, type and affix labels.
- Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.
- Price and file prescriptions that have been filled.
- Clean and help maintain equipment and work areas, and sterilize glassware according to prescribed methods.
- Establish and maintain patient profiles, including lists of medications taken by individual patients.
- Order, label, and count stock of medications, chemicals, and supplies, and enter inventory data into computer.
- Receive and store incoming supplies, verify quantities against invoices, and inform supervisors of stock needs and shortages.
- Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.
- Prepare and process medical insurance claim forms and records.
- Mix pharmaceutical preparations according to written prescriptions.
- Monitor Medicare Part D program.
- Operate cash registers to accept payment from customers.
- Price, stock and mark items for sale.
- Is responsible for training and orientating the Pharmacy Technicians.
- Other duties as assigned by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.*

**Distribution Date:** August 26, 2016

**Closing Date:** September 9, 2016 at 4:00 pm

**NAME:** \_\_\_\_\_

**POSITION:** LEAD PHARMACY TECHNICIAN

Please list your specific experience and knowledge in regards to the following qualifications:

Must possess a High School Diploma or GED.

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Must be a Licensed Pharmacy Technician and maintain licensure during employment.

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CPR Certification preferred, or must obtain within 90 days of employment.

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