KEWEENAW BAY INDIAN COMMUNITY

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

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

PHARMACY TECHNICIAN

One (1) 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
- ☐ Copy of High School Diploma or GED
- ☐ Copy of Pharmacy Technician certification (CPhT), if applicable
- ☐ Documentation of CPR Certification, if applicable
- ☐ Must provide a satisfactory Child Abuse/ Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4175 & 4176
Fax: 906-353-8068
Email: **personnel@kbic-nsn.gov**

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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POSITION DESCRIPTION

POSITION: **PHARMACY TECHNICIAN**
Full-time, Non-exempt position

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

SUPERVISORY CONTROL: Pharmacy Technician Supervisor

SALARY: Non-Certified = Grade 4 (minimum starting wage = $16.47/hr.)
Certified = Grade 5 (minimum starting wage $17.43/hr.)

QUALIFICATIONS:

- Must possess a High School diploma or GED.
- Must be a Certified Pharmacy Technician (CPhT) or must obtain within one (1) year of employment.
- The technician is responsible for maintaining CPhT licensing.
- Previous experience in Pharmacy practice is preferred.
- CPR Certification preferred, or must obtain within 90 days of employment (timeframe may be extended depending on class availability).
- Basic knowledge of Indian Health Programming and the local Tribal community is essential.
- Knowledge of Electronic Health Records (EHR) is preferred.
- Knowledge of basic medical terminology is required.
- Computer skills are required.
- Must be able to read reports and view information on a computer monitor.
- Must have a general knowledge of office and clerical practices, including word processing and electronic file management.
- Must have good organizational, verbal and written skills.

- Must have good hearing.
- Must be able to meet the physical demands of the position, including the ability to stand/walk for long periods of time; ability to climb, stoop, and kneel; ability to lift 25 lbs. unassisted.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Protection Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing (including THC), and pre-employment 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 DD21

DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality of health care information in agreement with the Federal Medical Privacy Act and HIPAA.
2. Documents and maintains accurate client records in accordance with the Keweenaw Bay Health Center Medical Records Policies.
3. Refers clients to obtain alternate resources for medical and/or pharmaceutical coverage.
4. Tracks all referrals and provides follow-up.
5. Provides and/or assists in demonstrations, conducts training sessions and community meetings in the area of Prescription Assistance programs.
6. Provides basic CPR in cases of emergencies and assistance during emergency situations.
7. Assists in preparing, updating, reporting, and maintaining the Policy and Procedure Manual for the Pharmacy and related departments.
8. Participates in general staff meetings, medical staff meetings, and other meetings or committees as assigned (Quality Assurance, Safety, etc.)
9. Complies with the KBIC Policy and Procedure manual and specific policies of the KBIC DHHS.

Pharmacy

1. Receive written prescription or refill requests and verify that information is complete and accurate.
2. Maintain proper storage and security conditions for drugs.
3. Answer telephones, responding to questions or requests.
4. Fill bottles with prescribed medication types and affix labels.
5. Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information.
6. Price and file prescriptions that have been filled.

7. Clean and help maintain equipment and work areas, and sterilize glassware according to prescribed methods.
8. Establish and maintain patient profiles, including lists of medications taken by individual patients.
9. Order, label, and count stock of medications, chemicals, and supplies, and enter inventory data into the computer.
10. Receive and store incoming supplies, verify quantities against invoices, and inform supervisors of stock needs and shortages.
11. Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.
12. Prepare and process medical insurance claim forms and records.
13. Mix pharmaceutical preparations according to written prescriptions.
14. Operate cash registers to accept payment from customers.
15. Price, stock, and mark items for sale.
16. Other duties as assigned by the 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 exclude other duties not mentioned that are similar kind or level difficulty.

Distribution Date: November 3, 2026

Closing Date: November 18, 2026 at 4:00 pm

TERO Approved: Debra L Pierce
Reviewed for barriers only!
Date: 11 / 3 / 26