



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PHONE: (505) 869-7584 FAX: (505) 869-7579  
EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 203-23**

**OPENING DATE: 11/30/2023**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Pharmacy Technician I  
**PAY GRADE:** NE6 (\$17.57/hr. - \$23.72/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Pharmacy Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides pharmacy services by assisting in filling prescriptions and dispensing medication to eligible patients.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Triages telephone and window inquiries and assists other pharmacy technicians.
- Ensures prompt customer services in the pharmacy department by assisting patients who are submitting or receiving prescriptions.
- Receives and interprets prescriptions; performs pharmaceutical calculations and accurately enters prescriptions for pharmacist review.
- Gathers, creates, and updates patient's address, phone number, allergies and insurance information in the computer.
- Tracks, processes and resolves insurance claims carriers to obtain payment for prescription claims.
- Verifies that patient receives the correct prescription at pick-up window.
- Collects nasal, NP, and Pharyngeal swabs for COVID-19 and other viral testing.
- Orders medication and vaccines from vendors daily and monthly.

- Assists pharmacist in the dispensing of pharmaceuticals prescribed by licensed physicians and dentists by counting medication, typing labels, stocking shelves, filling medication cells, labeling vials, and required documentation.
- Maintains, procures, stocks, stores, monitors, and inspects an adequate inventory of pharmaceuticals and controlled substances according to applicable federal and state laws and regulations.
- Communicates with prescribers and their agents to obtain refill authorizations.
- Maintains and annually updates written policies and procedures written by pharmacists to facilitate communication with patients and among clinic staff to provide operational guidelines for the pharmacy within the clinic facility and according to applicable federal and state laws and regulation when instructed by the Pharmacy Manager.
- Implements updated policies and procedures affecting pharmacy department operations.
- Participates in accredited continuing education relevant to the pharmaceutical field as required.
- Interviews patients at the pharmacy intake for third party coverage; accurately enters patient information into the third party billing system to insure that claims are processed and paid.
- Establishes contracts with pharmacy benefit managers in order to increase third party billing.
- Assists in training new employees.
- Assists pharmacist in scheduling, maintaining workflow, and with the cleanliness and order of the pharmacy.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Certified Pharmacy Technician.
- State of New Mexico Pharmacy Technician License.
- CPR Certification.
- One year pharmacy experience preferred.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of drugs, medical procedures and therapies, diagnosis and disease states, and some pharmacokinetics.
- Knowledge of Indian Health Service policies and procedures.
- Knowledge of Isleta Tribal culture and customs.
- Knowledge of and ability to adhere to HIPAA and privacy regulations.
- Knowledge in the use and understanding of medical terminology and calculations.

- Knowledge of medication brand and generic names.
- Knowledge of insurance and third-party systems and payments.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of QS1 data systems, Facts and Comparisons, DEA Look-Up, Prescription Monitoring, USPS Zip Code Look-up, and Script-Pro software.
- Skill in treating patients with tact, courtesy, and respect.
- Skill in completing projects and duties on time in a fast paced environment.
- Ability to work with accuracy and attention to detail.
- Ability to organize and prioritize a variety of tasks and projects.
- Ability to assess the identity, strength and purity of medications.
- Ability to use drug references and calculator.
- Ability to work various schedules and extended hours.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to respect cultural and traditional Native American beliefs.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Work requires standing and/or walking for extended periods.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in an interior and exterior environment; generally in a clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious diseases.
- Situations may occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Possible exposure to COVID-19, biological, chemical, and extreme weather.
- Prolong standing.
- Evening, weekend, and holiday hours may be required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.