



Las Clinicas del Norte

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JOB ANNOUNCEMENT

Job Announcement

Full-Time

Pharmacy Technician

Las Clinicas Del Norte (LCDN), is accepting applications for a **PHARMACY TECHNICIAN** to work at our Abiquiu Clinic. Candidate must be able to work independently, have good organizational, communication, and computer skills. The Pharmacy Technician's job purpose will require candidate be responsible for assisting the consultant pharmacist and medical staff in the provision of safe and cost effective pharmaceutical services primarily for the Abiquiu Clinic site. Will provide pharmacy support to assure that quality pharmacy services are provided in accordance with regulatory requirements and LCDN Pharmacy Policies and Procedures

LCDN is a qualified federally designated Frontier Community Health Center/Medically Underserved Area allowing providers to access both state and federal loan repayment programs. LCDN's mission is to provide culturally competent care to the underserved and medically indigent patients in a remote part of northern New Mexico. LCDN operates three community clinic sites in Abiquiu, Ojo Caliente, and El Rito, all strategically located to provide maximum access to the area's rural residents and School Based Health Centers in Pojoaque, Los Alamos and Los Alamos and Ojo Caliente, NM.

Essential Functions

- Assist the consultant pharmacist and medical director with implementation of LCDN Pharmacy Policies and Procedures, and participate in a team approach to achieving the goals of excellence in clinical and customer service in the pharmacy component of LCDN clinical services.
- Manage drug room inventory
- Assist Medical Director in ensuring compliance with regulatory and legal requirements
- Monitors the clinic's procedures for control and accountability of all drugs including dispensing logs, perpetual inventory of controlled substances and notifies the Medical Director promptly if problems are detected
- Oversees the annual renewal of Clinic and Controlled Substances licenses and 3-year renewal for DEA registration
- Maintains drug storage areas in accordance with Board of Pharmacy Regulations and LCDN Pharmacy Policies and Procedures
- Maintains all pharmacy-related paperwork in a readily retrievable manner, in accordance with LCDN Pharmacy Policies and Procedures
- Maintains professional and technical knowledge
- Contributes to the team effort

Qualifications

- High School Graduate or equivalent
- Pharmacy Technician certification and NM Pharmacy Technician License Preferred
- Pharmacy experience is desired, preferably in a clinic setting
- Ability to define problems, collect and summarize data, establish facts and draw valid conclusions; ability to read and interpret regulations, policies, and guidelines; ability to write business correspondence; ability to communicate in both English and Spanish with staff members and patients.

- Ability to work in/with a diverse multi-cultural population
- Background and reference checks required

Benefits

- 403b Retirement Program - employer matching contribution up to 7%
- Medical, Dental, Vision, Life, Short Term Disability Insurance
- Annual, Sick, Personal Leave
- Paid Holidays

LCDN is an Equal Employment Opportunity Employer

VACANCY WILL REMAIN OPEN UNTIL FILLED.

For additional information contact: Debbie Manzanares, HR Director
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