

Medication Technician Permanent Part-Time

- POSTING:** #1792
- HOURS:** Minimum 10 hours/week to maximum of 37 ½ hours per week. Monday to Saturday, may include Sundays in near future. All CHSA locations.
- SALARY:** Per CUPE #974 Collective Agreement
- CORE FUNCTION:** Under the direct supervision of the Pharmacist, assists in performing various duties including but not limited to:
- Processing third party billings and reconciliation, accounts receivable (posting, billing, etc.);
 - Pre-packaging pharmaceuticals;
 - Transcribing prescription data to patient medication profiles (manual or electronic);
 - Labelling drugs, chemicals and other pharmaceutical preparations;
 - Preparing compounds;
 - Controlling inventory;
 - Recording narcotic and controlled drug entries;
 - Accepting written prescriptions or refill requests from patients;
 - Restock bottles; and
 - Directing patients to non-prescription medications.
- QUALIFICATIONS:**
- Pharmacy Technician Diploma from a recognized educational institution or equivalent combination of education and experience;
 - Knowledge of brand and generic names of pharmaceuticals;
 - Exceptional communication and interpersonal skills;
 - Ability to work with minimal supervision; and
 - Knowledge and compatibility with CHSA policies and philosophy.
- RESPONSIBLE TO:** Director of Pharmacy

Submit cover letter and resume by 5:00 p.m. on February 15, 2019.

Email: jobs@communityclinic.ca

Mail: Human Resources Department, 455 2nd Avenue North, Saskatoon, SK S7K 2C2

Saskatoon Community Clinic is committed to inclusive and accessible employment practices. We committed to employment equity and welcome applications from all qualified candidates. People of aboriginal ancestry, people with disabilities and/or visible minorities are invited to identify themselves on application. We thank all applicants, but only those selected for an interview will be contacted.