

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail jan.gardipe@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Pharmacy Clerk
LOCATION: Tribal Health Department
SALARY: \$9.71 to \$11.24 per hour
CLOSING DATE: Thursday, July 19, 2018 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Pharmacy Clerk direct supervision from the Pharmacy Division Director in St. Ignatius or the Lead Pharmacist in the Polson Pharmacy. The Pharmacy Clerk will also receive day-to-day Guidance from the other TH Pharmacist and certified TH Pharmacy Technicians.

DUTIES:

- The Pharmacy Clerk provides support services for the TH Pharmacies.
- The Pharmacy Clerk will meet and greet TH recipients, offer assistance when needed in a kind and professional manner.
- The Pharmacy Clerk scans and distributes prescriptions to TH recipients and ensures TH recipients signs the electronic signature pads.
- The Pharmacy Clerk requests pharmacist to assist TH recipients with questions related to prescriptions.
- The Pharmacy Clerk answers the phone.
- The Pharmacy Clerk stocks the pharmacy from the vendors.
- The Pharmacy Clerk has reviewed and adheres to all CSKT policies and procedures including the Pharmacy Division policies and procedures.
- Other duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- A high school diploma, GED or willingness to obtain is preferred.
- Experience with computers.
- Ability to understand and carry out instructions and keep precise records.
- Must be able to handle rude, angry or upset clients in a professional manner.
- No history of felonies or outstanding warrants or pending court cases.
- Must be at least 18 years of age.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant academic transcripts and training certificates.
3. Copy of a current valid driver's license.
4. Completed supplemental background questionnaire.
5. Proof of enrollment in a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Tyshina Whitworth, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1043.

FOR MORE INFORMATION:

Contact the Tribal Health Department at (406)-675-2700 Ext. #5032.