Pharmacy Technician

Sapulpa

VACANCY ANNOUNCEMENT: VA 25-203 **STARTING SALARY:** Negotiable **CLOSING DATE:** Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health is an integrated system of six health centers, an Express Care Clinic, three hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy, and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of the position is to provide support and assistance to the pharmacist in the daily operation of the Pharmacy. This position is located at the Sapulpa Indian Health Center in Sapulpa, OK.

REQUIREMENTS: High School Diploma or GED equivalent. Incumbent must possess a valid Pharmacy Technician Permit issued by the Oklahoma State Board of Pharmacy, or complete required training, exam, and permit application process required by the State Board of Pharmacy within 120 days of employment.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

- Knowledge of pharmaceutical and medical nomenclature.
- Ability to utilize a personal computer and its applications in a Windows environment.
- Skills in organizing and maintaining accurate records and documentation.
- Ability to maintain strict confidentiality.
- Ability to communicate courteously and effectively with clinic staff, patients and the general public.
- Ability to meet and deal with the public for the purpose of supplying or obtaining information.
- Ability to maintain a confident, professional demeanor.

APPLICATION PROCEDURES: Apply online at Department of Health Application. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed but are not required. For further information, call Tracy Watters at (918) 762-0307. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator Date