



# Pharmacy Manager

## Council Oak – Refill Center

**VACANCY ANNOUNCEMENT:** VA 24-314

**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 necessary management of the designated clinic or hospital pharmacy within the Muscogee (Creek) Nation Department of Health (MCNDH) and to provide medication/pharmacy services to the patients and staff at the assigned facility. This is an exempt position applicable to the provisions of the FLSA. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

**REQUIREMENTS:** Incumbent must be a graduate of an accredited college/university of pharmacy. Five (5) years of relevant experience in pharmacy management. Incumbent is required to possess a current Oklahoma State Board of Pharmacy license.

**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 management, administrative functions and processes in personnel management, procurement of drugs, preparation of reports, ability to interpret, monitor, and enforce standards for pharmacy principles and practices.
- Must be in good standing with the State Board of Pharmacy of the State in which he or she is licensed.
- Knowledge of planning, implementing, directing, and evaluating pharmacy services.
- Ability to apply professional pharmacy principles and practices to pharmacy settings.
- Ability to supervise other employees.
- Ability to communicate courteously and effectively with executive-level staff, health care professionals as well as the public, both orally and in writing.

**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.

Staffing Coordinator

Date