



Job Title: Pharmacy Technician PRN

Department: Family Support Center-Pharmacy

Reports to: Pharmacy Director

Summary: The St. Vincent de Paul Georgia Community Pharmacy provides maintenance medications to treat diabetes, high blood pressure, arthritis, and other chronic conditions at no cost. The PRN Pharmacy Technician will assist the Pharmacy Director with all Pharmacy related operational duties on an as needed bases when the workload requires it and/or the regular Pharmacy Technician is not available.

Responsibilities:

- Maintain confidentiality of client information in accordance with HIPPA
- Assist pharmacy team with screening and processing client applications
- Establish and maintain patient profiles via pharmacy software
- Accurately prepare medications from stock bottles for dispensing
- Repackage and label products and extemporaneous doses
- Receive and input prescription orders into pharmacy software system
- Dispense refill medications and over-the-counter products in accordance with existing procedures
- Request and receive prescription refills from physicians
- Provide clients with necessary information about their prescriptions
- Monitor and maintain inventory of medicines and pharmaceutical supplies
- Place orders for required inventory
- Receive and record medications and pharmaceutical products
- Stock shelves
- Sort and properly label donated medication, DME, and medical supplies

Qualifications:

- High School Diploma/GED
- Active Pharmacy Technician license issued by the GA Board of Pharmacy
- Must be at least 18 years old
- Accuracy and attention to detail
- Effective communication skills
- Ability to maintain clients' confidential information
- Knowledge of basic pharmacy calculations
- Compassionate and empathetic
- Basic knowledge of medical and pharmaceutical terminology
- Basic knowledge of generic and trade names of commonly prescribed medications



Job Type: PRN—as needed

Education:

- High school or equivalent
- Active Pharmacy Technician license issued by the GA Board of Pharmacy (preferred)

Experience:

- Pharmacy technician experience: 2 years (Preferred)

Work Remotely:

- No

Work Location: One location

Location

2050 Chamblee Tucker Road, Chamblee, GA 30341