



**Title: Pharmacy Technician**

**Reports to: Pharmacy Technician Supervisor**

**Classification: Individual Contributor**

**Location: Lynn**

**Job description revision number and date: V1; 12.7.22**

Organization Summary:

Community Care Cooperative (C3) is a 501(c)(3) non-profit, Accountable Care Organization (ACO) governed by Federally Qualified Health Centers (FQHCs). Our mission is to leverage the collective strengths of FQHCs to improve the health and wellness of the people we serve. We are a fast-growing organization founded in 2016 with 9 health centers and now serving hundreds of thousands of beneficiaries who receive primary care at health centers and independent practices across Massachusetts. We are an innovative organization developing new partnerships and programs to improve the health of members and communities, and to strengthen our health center partners.

Job Summary:

The Pharmacy Technician is responsible for helping the Pharmacists perform daily tasks to serve customers. Their duties include filling and labeling prescriptions, interacting with customers to answer questions or give them their prescriptions and contacting customers to notify them when their prescription is ready.

Job Responsibilities:

- Supports pharmacy services by stocking, preparing, and distributing medications.
- Helps health care providers and patients by greeting them professionally, answering questions and requests, and referring inquiries to the pharmacist.
- Maintains pharmacy inventory, anticipating needed medications and supplies, placing and expediting orders, verifying receipt, and removing outdated drugs. Ensures separation of 340B drug inventories as applicable.
- Maintains a safe and clean pharmacy by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Prepares medications for pharmacist to dispense by interpreting medication orders and prescriptions, preparing labels, and calculating quantities.

Required Skills:

- Previous experience in a pharmacy, retail, medical, or customer service setting
- Previous experience as a Pharmacy Technician (1-3 years)
- Experience managing multiple competing priorities; excellent prioritization skills
- Strong analytical and organizational skills including ability to analyze data to identify trends and communicate them through effective reporting methods
- Strong attention to detail
- Excellent oral, written, and verbal communication skills including experience presenting complex information to senior leaders
- Skilled in exercising initiative, judgement, discretion, and decision making to achieve objectives
- Quick learner with customer service mindset



Physical Nature of the Job:

- Light work: Exerting up to 20 pounds of force frequently to move objects. Some elements of the job are sedentary, but the employee will be required to stand for periods of time or move throughout the pharmacy and health center

Desired Other Skills:

- Familiarity with 340B program
- Familiarity with adherence packaging and home delivery
- Familiarity with the MassHealth ACO program
- Familiarity with Federally Qualified Health Centers
- Experience with anti-racism activities, and/or lived experience with racism is highly preferred

Qualifications:

- High School diploma, GED, or equivalent
- Previous experience in a pharmacy, retail, medical, or customer service setting
- State licensure/registration

***\*\* In compliance with Covid-19 Infection Control practices per Mass.gov recommendations, we require all employees to be vaccinated consistent with applicable law. \*\****