



Title: Lead Pharmacy Technician

Reports to: Pharmacy Technician Supervisor, Community Pharmacy Cooperative (CPC)

Classification: Pharmacy Support

Location: Lynn Community Health Center

Job description revision number and date: Version 1.0 - 1/5/24

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 Lead Pharmacy Technician is responsible for ensuring safe, timely, efficient, compliant and productive workflows in the operational and service areas in the pharmacy. The supervisor will lead the planning and implementation of new services, initiatives and foster staff development.

Responsibilities:

- Supports pharmacological services by stocking, assembling, and distributing medications.
- Helps health care providers and patients by greeting them in person and by phone, answering questions and requests, and referring inquiries to the pharmacist.
- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies, placing and expediting orders, verifying receipt, and removing outdated drugs.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.
- Organizes medications for pharmacist to dispense by reading medication orders and prescriptions, preparing labels, calculating quantities, and assembling intravenous solutions and other pharmaceutical therapies.
- Maintains records by recording and filing physicians' orders and prescriptions.
- Generates revenues by calculating, recording, and issuing charges as applicable.
- Ensures medication availability by delivering medications to patients and departments.
- Will participate in schedule making for the technicians.
- Will take an active role in inventory management.
- Will be in charge of handling cash and readying it for deposit according to protocols.
- Contributes to team effort by accomplishing related results as needed.



Required Skills:

- Supply management
- Familiarity with 340B program
- Organization
- Integrity
- Reporting skills
- Familiarity with adherence packaging and home delivery
- Attention to detail
- Dependability
- Creating a safe, effective environment
- Quality focus
- Analyzing information
- Informing others

Qualifications:

- High School diploma, GED, or equivalent
- Previous experience in a pharmacy, retail, medical, or customer service setting
- Previous experience as a Pharmacy Technician (1-3 years)
- PTCB National Certification Education
- (State licensure/registration) (IF APPLICABLE FOR STATE)

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