



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Chief Pharmacist – Pharmacy – Health Services - (1- Full-Time Regular)

Summary: This position is responsible for dispensing drugs prescribed by health practitioners and to provide information to patients about medications and their use.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E11 **Status:** Exempt/Salary **Background Check:** Extensive
Hiring Range: \$124,259.00 - \$160,999.00 – **Commensurate with Verified Qualifications**

Employment Qualifications: Minimum Necessary Qualifications –

A qualified candidate offers:

- Doctor of Pharmacy Degree (Pharm. D) from an accredited institution; and
- A current and unrestricted license to practice as a Pharmacist in the State of Michigan.

Duties and Responsibilities:

1. Reviews prescriptions to assure accuracy, to ascertain the needed ingredients, and to evaluate their suitability.
2. Provides information and advice regarding drug interactions, side effects, dosage, and proper medication storage.
3. Assesses the identity, strength, or purity of medications.
4. Maintains records, such as pharmacy files, patient profiles, charge system files, inventories, control records for radioactive nuclei, or registries of poisons, narcotics, or controlled drugs.
5. Compounds and dispenses medications as prescribed, by calculating, weighing, measuring, and mixing ingredients, or oversee these activities.
6. Plans, implements, or maintains procedures for mixing, packaging, or labeling pharmaceuticals, according to policy and legal requirements, to ensure quality, security, and proper disposal.
7. Mentors' pharmacy technician(s) or interns in preparation for their graduation, licensure, or career interests.
8. Advises patients concerning the selection of medication brands, medical equipment, or healthcare supplies.
9. Provides specialized services to help patients manage conditions such as diabetes, asthma, smoking cessation, or high blood pressure.
10. Collaborates with other health care professionals to plan, monitor, review, or evaluate the quality or effectiveness of drugs or drug regimens, providing advice on drug applications or characteristics.
11. Analyzes prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions.
12. Manages pharmacy operations, including the hiring and supervising of staff, and performing administrative duties.
13. Orders and purchases pharmaceutical supplies, medical supplies, or drugs, maintaining stock and storing and handling it properly.
14. Offers health promotion and prevention activities, for example, training people to use devices such as blood pressure or diabetes monitors.
15. Refers patients to other health professionals or agencies when appropriate.
16. Prepares sterile solutions or infusions for use in patients' homes.
17. Assays radiopharmaceuticals, verifies rates of disintegration, and calculates the volume required to produce the desired results, to ensure proper dosages.

18. Publishes educational information for other pharmacists, doctors, or patients.
19. Establishes a compassionate and therapeutic clinical environment by providing individualized and culturally appropriate emotional, intellectual, psychological, and spiritual medical support to patients, family, and the community.
20. All other position related duties as assigned by Supervisor/Lead.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to independently as well as work cooperatively with other departments, and a commitment to confidentiality. Knowledge of and the ability to maintain strict confidentiality of medical and administrative records adhering to the standards for health record-keeping under HIPAA and Privacy Act guidelines.

Supervisory Responsibilities:

Direct supervision and mentoring of non-exempt level technicians or staff. Responsible for interviewing, hiring, training, rewarding, and disciplining of subordinates, in addition to planning, assigning, and directing work.

Physical Demands:

Standing for long periods of time, frequent walking, and occasional lifting of 10lbs to 20lbs, reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves fine motor skills and visual acuity to measure and dispense medications and to operate office equipment. Work may involve exposure to infections, communicable diseases, contaminated materials, bodily fluids, and radiation resulting in the need to wear protective equipment such as masks, eye protection, rubber gloves, and gowns.

Working Environment:

Work is performed in a climate-controlled medical office environment. The employee's work schedule may need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form on the Tribe's website www.lrboi-nsn.gov Under "Employment" heading. Request a copy of the position description or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov ATTN:HR

To apply: Please submit completed application, cover letter, resume and a copy Front/back of Tribal ID (if applicable), to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.