



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Pharmacy – Health Services - Manistee (1 Full-Time Regular)**

**Summary:** The licensed Pharmacy Technician provides technical and administrative assistance in the support of the pharmacy operations. Under direct supervision, assists the in the dispensing of prescriptions, inventory management, sales transactions, and database maintenance. To meet department needs, travel may be expected between the Manistee and Muskegon Clinics, at the direction of the Chief Pharmacist and/or the Health Service Director.

### **Employment Qualifications: Minimum Necessary Qualifications -**

- Current license as a Pharmacy Technician by the state of Michigan; and
- Basic computer skills to include experience with pharmacy management systems; and
- Basic point-of-sale and cash handling skills; and
- Basic math skills; and
- Excellent interpersonal skills and the ability to interact with patients and colleagues in a courteous and confidential manner; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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 Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

**Pay Grade:** NE8      **Hiring Range:** \$15.00 - \$18.05 - **Commensurate with Verified Qualifications**  
**Status:** Non-Exempt/Bi-Weekly Pay      **Background Check:** Extensive

### **Application Instructions:**

Obtain an application form and a copy of the position description or more information by contacting Human Resources at:

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

Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).

*To apply please submit **completed LRBOI application, cover letter, resume, transcripts for degree, any/all licensure(s) and/or certifications required/relevant for position, Copy of Tribal ID (if applicable), and copy of driver license front/back to:***

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

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

**Incomplete submissions will not be considered**

*For further information, please contact the LRBOI HR Department.*

Posted – 08/22/2022

Removal – 09/05/2022