



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Staff Pharmacist - Muskegon ( 1 – FT Regular)**

**Summary:** The Staff Pharmacist will ensure optimal clinical, regulatory, quality, and financial operations of the Little River Band of Ottawa Indians Pharmacy. They will collaborate with the Chief Pharmacist\* clinical staff, and administration to ensure optimal medication use by health services staff and patients of tribal health services. They will identify and execute opportunities in collaboration with Health Services and Tribal leadership to leverage pharmacy operations to increase access to high quality primary care and preventative healthcare services. They will provide professional pharmacists services including, but not limited to, the review of prescriptions to assure accuracy, appropriate, and safe utilization of medications, ascertain the needed medication inventory and to fulfill medication orders, evaluate their suitability; safely and accurately fill and dispense medication orders, provide counseling to patients, and deliver additional clinical pharmacy services as authorized by Health Service Medical Staff privileging, policy, and procedure. Significant will be required in times of increased workload, staff shortages and as directed by the Health Services Director, at both the LRBOI Manistee and Muskegon Pharmacy locations.

### **Employment Qualifications: Minimum Necessary Qualifications –**

- A Bachelors or Doctor of Pharmacy Degree from an ACPE accredited institution with demonstrated experience in distributive and clinical pharmacy services.
- A current and unrestricted license to practice as a pharmacist in the State of Michigan or eligibility and the ability to obtain the same prior to assuming the position.
- Demonstrated experience in pharmaceutical inventory management, ensuring medication procurement, tracking, storage, and security.
- Ability to interpret and communicate complex clinical, regulatory, information technology, and quality standards and requirements to Health Services staff and administration.
- Knowledge of clinical, financial, and regulatory resource and reference material and their application.
- Ability to communicate and motivate patients regarding disease states, desired outcomes, proper medication administration, use, actions, precautions and storage of their medications; 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 valid 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:** E10

**Hiring Range:** Contractual - \$99,908.00 - \$132,490.00 Commensurate with Verified Qualifications

**Status:** Exempt/Bi-weekly pay

**Background Check:** Extensive

### **Application Instructions:**

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or 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 application, cover letter, resume, transcripts for degree, any/all licensure(s), relevant certifications, a copy front/back of Tribal ID (if applicable), and a copy front/back of driver license and to:*

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

**Phone:** (231) 398-6859; **Fax:** 231-331-1233 **Email:** [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) .

***Incomplete submissions will not be considered.***

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.***

**Posted – 11/29/2022**

**Removed – 12/13/2022**