



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Licensed Pharmacy Technician – Pharmacy Department (1- FT - Regular) Muskegon Clinic

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

Employment Qualifications: Minimum Necessary Qualifications -

- Current license as a Pharmacy Technician by the State of Michigan; and
- Basic computer 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: \$14.42 - \$18.05 – Commensurate with Verified Qualifications
Status: Non-Exempt/Hourly 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 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 .*

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

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Fax: 231-331-1233 Email: aliciaknapp@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.

Tribal Member Posting Period – 06/07/2022 through 06/16/2022

General Posting Period – Subject to outcome of Tribal Member selection process.