

**PHARMACIST**  
**JOB DESCRIPTION**  
Department of Health Services  
Pokagon Band of Potawatomi Indians

**Job Summary**

Compounds and dispenses prescribed medications, drugs, and other pharmaceuticals for patient care by performing the following duties.

**Principal Duties**

Reviews prescriptions issued by Physician, or other authorized prescriber to assure accuracy and determine formulas and ingredients needed.

Compounds medications using standard formulas and processes such as weighing, measuring, and mixing ingredients.

Directs pharmacy workers engaged in mixing, packaging, and labeling pharmaceuticals.

Answers questions and provides information to pharmacy customers on drug interactions, side effects, dosage and storage of pharmaceuticals.

Maintains established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs.

Enters data such as patient name, prescribed medication and cost, to maintain pharmacy files, charge system, and inventory.

Assays medications to determine identity, purity, and strength.

Instructs interns and other medical personnel on matters pertaining to pharmacy.

**Supervisory Responsibilities**

Directly supervises employees in the Health Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

May supervise other departmental staff as assigned.

Performs other duties and responsibilities as assigned.

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**Minimum Requirements**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

Doctor of Pharmacy (PharmD), and pass the state exam (NAPLEX).

5 to 7 years experience as a Pharmacist.

Knowledge of Database software; Internet software; Inventory software; Order processing systems; Spreadsheet software and Word Processing software.

Must have a valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Must be willing to submit to and pass an alcohol/drug screening and criminal background check.

**Indian Preference**

Pokagon Band Indian preference policies apply.

**Reports to**

The Pharmacist reports directly to the Clinic Business Manager.

**Starting Wage Rate (Contract) Exempt**

Commensurate with education and experience.