



Job Title: Pharmacy Technician
Department: Medical Services
Reports To: Director of Medical Services
FLSA Status: Non-exempt

SUMMARY

Responsible for the management of the Pharmacy inventory, preparing orders, writing PO, placing orders, dispensing medications prescribed by the Veterinarian, and communicate with vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other Duties may be assigned.

- Maintain Pharmacy with materials needed for daily function of the shelter and wellness clinic.
- Prepare and place orders for needed supplies.
- Maintain controlled log in accordance with the Director of Medical Services.
- Monitor monthly expense and revenue of all budgets within the clinic in collaboration with the Medical Director.
- Keep daily track of orders and inventory of the pharmacy.
- Check weekly on medical supply needs and report to Director of Medical services.
- Dispense medications to animals after veterinarian has prescribed treatment plan.
- Oversee volunteers.
- Participate in League events that require inventory specials.
- Keep work area clean and organized.
- Coordinate with other departments per their pharmaceutical needs.
- Knowledge of basic pharmacy needs and function.
- Must be very detail oriented.
- Must be able to multitask.
- Miscellaneous duties as directed.

QUALIFICATIONS

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have excellent communication skills including the ability to effectively present information to others through verbal or written reports, business correspondence, and procedures. Employee must also demonstrate excellent communication skills with clients.
- This position requires the ability to read, analyze and interpret technical procedures and other business correspondence.
- Must demonstrate ability to make sound decisions based on limited variables and independent judgment.
- Must demonstrate consistent follow through and completion of tasks given through various methods of communication.
- Must be dependable with attendance and timeliness

PREFERRED QUALIFICATIONS

- Veterinary technician experience
- Pharmacy technician experience a plus.
- Knowledge of Florida state statues and pharmacy laws.
- Knowledge of inventory management
- Previous work experience or schooling in Animal Health and medicine, or other related field.

EDUCATION and/or EXPERIENCE

- High School Diploma or GED

COMPUTER SKILLS

- Chameleon
- Microsoft Word and Excel
- Cornerstone
- AviMark
- Another inventory software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is consistently required to stand and move. In addition the employee is constantly required to talk, hear and use hands for grasping, reaching and other operative tasks. The employee is required to sit occasionally. The employee will also be required to bend neck and twist body. The employee will be required to consistently lift an animate or stationary object of up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is frequently exposed to an indoor office environment as well as outdoor weather conditions. The employee is frequently exposed to animal odors and animal fur.
- The noise level in the work environment is usually moderate to loud.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the organization may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name _____

Date: _____

Employee Signature _____