



Organization: Vecinos, Inc.

Address: 3971 Little Savannah Rd, 173 HHS, WCU Cullowhee, NC 28723

Phone: (828) 293-2274

Website: www.vecinos.org

Position: Pharmacy Technician

Location: Cullowhee and outreach in the 8 western NC counties

Compensation: \$14-\$19 per hour

Benefits: Retirement

Classification: Non-Exempt, Permanent, Part-Time

Organization Description: Vecinos is a non-profit, 501(c)3 Free Clinic that provides bilingual integrated primary and mental health care, mobile clinic services, health education, and case management to uninsured, low-income adults in the far-western NC counties. We offer a positive, supportive, and team-oriented atmosphere. We work in a non-traditional environment with limited resources. Schedules and hours vary throughout the year.

Purpose: The Pharmacy Technician works closely with the Pharmacist to ensure the health and safety of their patients. They locate, dispense, pack, and label a prescribed medication for a patient that is then reviewed for accuracy by the Pharmacist before being dispensed to the patient.

Job Responsibilities

- Process OTC orders, fill prescriptions, and complete all required documentation
- Provide excellent customer service while greeting patients and answering their questions
- Verify accuracy of patient information
- Sterilize surfaces and equipment and prepare the pharmacy for opening
- Receive prescriptions, check their validity, and stock merchandise within the pharmacy
- Process prescriptions electronically and ensure all information is complete and accurate
- Maintain receipt of patient medication disbursement forms
- Work within the online pharmacy prescription system to prepare pre-packaged medications under supervision of the pharmacist
- Organize medications for pharmacist to dispense by reading medication orders and prescriptions, preparing labels, and calculating quantities
- Maintain pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipate needed medications and supplies, place and expedite orders, verify receipt, and remove outdated drugs
- Undertake administrative tasks (e.g. record-keeping) as assigned
- Comply with all security measures and quality standards

Required Qualifications

- Must meet state requirements to work as a Pharmacy Technician, such as minimum age, qualification, registration, certification, and licensure by the State Board of Pharmacy
- Valid national certification certificate issued by PTCB (PTCE) or NHA (ExCPT)
- Minimum of one year of experience as a Pharmacy Technician
- Experience with inventory management, online prescription systems, and electronic health records
- Knowledge of medication and dosage measurement
- Knowledge of pharmacy law and medical terminology



- Excellent communication and customer service skills
- Outstanding organizational skills, including a reliable keen eye for detail
- Proficient fluency in Spanish
- Cultural sensitivity, a caring and confident demeanor, flexibility, dependability, professional attitude and desire to serve uninsured/underserved populations

Preferred Qualifications

- Native, or near-native English/Spanish fluency
- At least 2 years' experience as a Pharmacy Technician
- Experience in an online pharmacy system such as QS1 or other relevant
- Experience in the electronic health record, Athena
- Demonstrated interest in community health settings
- Ability and desire to help grow a developing pharmacy
- Demonstrated dedication to low-income, uninsured patients in need of Spanish-language services
- Working knowledge of farmworker-specific medicine

Submit Cover Letter and Resume to: jobs@vecinosinc.org