



RAVENSWOOD FAMILY HEALTH CENTER

Bilingual Pharmacy Technician

SUMMARY

Under direct supervision, the Bilingual Pharmacy Technician perform a variety of tasks related to receiving, dispensing, distributing, maintaining, packaging and labeling of pharmaceutical products

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To be conducted in accordance with all RFHC Policies and Procedures

- Fill medications under the supervision of the pharmacist
- Document all transactions
- Assist in preparation and maintenance of department records
- Assist in maintenance of inventory and stock.
- Observe and report to immediate supervisor any unusual circumstances including those relating to drugs, drug requests, usage and/or security
- Assist the cashier with dispensing orders as needed
- Ensure effective customer service that is culturally and linguistically sensitive when interacting with patients
- Provide excellent customer service while collaborating with patients and staff.
- Communicate effectively in a manner that promotes trust and cooperation.
- Actively participate in all improvement activities.
- Other duties as assigned and requested.

QUALIFICATIONS

- Pharmacy Technician License with at least one year's experience working in a pharmacy
- Bilingual Spanish/English required
- Knowledge of medical terminology and abbreviations
- High degree of detail orientation
- Proficient using computers in a Windows based environment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be 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 regularly required to sit, stand and walk for extended periods of time. Use of hands and fingers to operate a computer keyboard, mouse, telephone keyboard, and the ability to speak and hear. May also be required to lift up to 15 pounds

Please submit cover letter and resume to:

resumes@Ravenswoodfhc.org

FAX: 650.321.8576

Thank you for your time and consideration—we look forward to learning more about you! RFHC is an Equal Opportunity Employer