

South Bay Family Health Care (SBFHC) is a leading community clinic system and one of Los Angeles County's largest safety net providers, offering high-quality, low-and-no cost health care throughout Los Angeles County's South Bay and Harbor Gateway communities.

Our Gardena clinic currently has an opening for a **Dispensary Coordinator**. Responsible for the efficient operation of SBFHC Dispensary area, the Dispensary Coordinator's duties include, but are not limited to:

**Primary Responsibilities:**

- Coordinates, organizes, and maintains the medication inventory of SBFHC, in cooperation with the clinical providers.
- Assists in the reviewing and counting of medication orders received.
- Reconciles orders received with invoices submitted.
- Logs daily all medications stocked and removed from the Dispensary in cooperation with clinical providers.
- Assists in the efficient flow and the daily maintenance of the Dispensary.
- Under direct medical supervision, dispenses specified medication, in accordance with established standards and protocols.
- Demonstrates complete discretion when discussing patient information; adhere to strict standards regarding patient confidentiality, informed consent and disclosure as required by HIPAA, California law and agency policy.

**Ancillary Responsibilities as directed by the Clinic Service Manager:**

- Presents, reviews and updates patient registration forms according to guidelines.
- Completes funding program assessments and assigns patients to correct programs.
- Verifies patient's eligibility for Medi-Cal or other payers.
- Solicits donations and documents receipt of donations from clients.
- Prepares patient charts and superbills.
- Participates in program health education services at each site.
- Identifies candidates who are eligible for programs available at SBFHC.
- Educates client/patient about available clinic services.
- Contacts clients who missed a scheduled appointment and documents outcome in the chart.
- Keeps legible and complete records in patient charts for all of the above functions.
- Complies with universal precautions at all times.
- Adheres to strict standards regarding client confidentiality, informed consent, and disclosure as required by California law and agency policy.
- Helps maintain smooth patient flow and maintains effective communication with supervisor regarding patient wait times.
- Always presents a positive and professional demeanor.
- Maintains an organized and clean work area.
- Consistently is on time and ready to begin work at the start of the workday. Does not abuse or take advantage of sick time.
- Performs other reasonably related duties as assigned by supervisor.

**Qualifications:**

- Ability to perform assigned responsibilities within SBFHC's established guidelines in an organized, efficient manner.
- Very strong written and verbal communication skills.
- Ability to relate and communicate well with a diverse patient population.
- Ability to work within a team setting and with volunteers.
- High School diploma or GED required.
- Completion of and diploma from an accredited Pharmacy Technician program.
- Pharmacy Tech license from the state of California
- At least six months work experience in a clinic, medical office or other health care facility.
- Bilingual (Spanish/English) required.
- Current CPR/BLS certification.