

# APLA Health

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APLA Health provides quality healthcare, life-saving services, camaraderie, compassion, and comfort to all who come through our doors. Our dedicated team of healthcare professionals is committed to providing personalized and compassionate free and low-cost medical services, tailored specifically to meet the unique needs of each individual we serve. APLA Health serves as a medical home providing an array of integrated healthcare services through 71,000+ billable patient visits and nearly 10,000 enabling services visits each year. Services provided include: medical, dental, behavioral health and HIV care; pharmacy; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, APLA Health offers housing support; benefits counseling; home healthcare; and the Vance North Necessities of Life Program food pantries; among several other critical support services.

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$25.60 - \$28.82 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Under the direction of the Pharmacy Manager, the Pharmacy Technician will assist in the practice of pharmacy

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prescription data entry, packaging medications (ie pouring, counting, filling), orderly filing of complete orders, all in full compliance of Federal, State and local laws.

- Inventory management including placing orders, maintaining sufficient supply, receiving, storing, and disposition. Addresses discrepancies in collaboration with pharmacist.
- Cash handling, basic operations surrounding point-of-sale, opening and closing procedures.
- Models and delivers outstanding customer service experience for patients. Performs nonclinical outreaches to patients and facilitates appropriate documentation if needed. Develops and maintains good relationships with clinic staff at all locations.
- Assist pharmacist in the coordination of clinical services, including but not limited to vaccinations, screening questionnaires, medical device set-up.
- Process medication delivery/shipments. Experience with major couriers such as Fedex, UPS, Doordash highly valued.
- Assists in maintaining pharmacy as clean, orderly, and functional, including appropriate external and internal appearances.
- Special projects as assigned by pharmacist.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

### **REQUIREMENTS:**

Training and Experience:

- High School Diploma or GED Equivalent and 6 months experience working as a Pharmacy Technician
- Pharmacy Technician Certification Board (PTCB) or Exam for the Certification of Pharmacy Technician (ExCPT) required.

Knowledge of:

- Basic pharmaceutical calculations such as sufficient quantity and days supply.
- Adequate computers skills.
- Insurance plans and claims resolution skills. Capable of initiating prior authorization process.

Ability to:

- Maintain workflow, promoting efficiency but ensuring patient safety above all.
- Stay current on job trainings and important healthcare developments.
- Multitask, cycling between different workstations to meet patient needs.
- Participate in quality improvement measures, including alerting pharmacist of any erroneous events immediately.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Occasional bending, reaching, stooping, lifting and moving of materials weighing 25 pounds or less.
- Packaging delivery orders of various sizes and temperature requirements.
- Daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.
- Working with patients plus clinics providing clinical HIV and STI services.

**SPECIAL REQUIREMENTS:**

Travel potential for work related purposes. The use of a personal vehicle requires possession of a valid California driver's license and proof of auto liability insurance.

COVID vaccination and booster required or medical/religious exemption.

Equal Opportunity Employer: APLA Health is an EEO Employer

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=307758&clientkey=A5559163F67395E0A2585D2135F98806>