



Pharmacy Technician – Part-Time (21 hours/weekly)

Do you believe everyone should have good health care?

Do you enjoy helping people and working within a supportive and dynamic environment? Are you a detail-oriented team player?

The Pharmacy Technician role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a part-time (21 hours weekly) Pharmacy Technician. Under the supervision of Assistant Director of Pharmacy Operations the Pharmacy Technician will be responsible for preparing prescriptions and assisting registered pharmacists as directed.

Responsibilities

- Processes prescriptions: Enters/verifies/updates patient and provider information. Retrieves prescriptions from EMR, verifies that the prescription information is complete and accurate, assists with medication reconciliation, generates labels and fills patient prescriptions.
- Interacts with providers, volunteers, staff, and patients to answer pharmacy related questions.
- Assist with Patient Assistant Program.
- Works with pharmacy staff and volunteers to ensure that the pharmacy follows pharmacy and health center policies and procedures.
- Assists in maintenance of medication inventory levels.
- Assists with vaccine reconciliation and expired medication procedures.
- Collaborates with medical home team members to coordinate patient care across multiple settings.

Qualifications

- Current Pharmacy Technician License – CommunityHealth can assist with certification.
- Ability to work 21 hours per week, with daytime, evening, and weekend availability.
- QS/1 knowledge is a plus.
- Good communication skills, organized and efficient and working knowledge of Microsoft office.
- Comfortable working in fast-pace environment and excellent customer service skills.
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The starting salary range for this position is \$17 - \$19.50 per hour.
- Paid time off, holiday pay and 403B savings program.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: mdoerr@communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates and BIPOC individuals are strongly encouraged to apply.

NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)