



# IAMACF Free Community Health Clinic

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## Immediate opening for a part-time Lead Pharmacy Technician

<b><u>Job title:</u></b>	<b>Lead Pharmacy Technician</b>
<b><u>Reports to:</u></b>	<b>Medical Director and/or Executive Director</b>
<b><u>Salary:</u></b>	<b>\$17.00 - \$20.00 /hr (commensurate w/experience)</b>
<b><u>Hours:</u></b>	<b>Saturdays or Sundays: 9am – 3pm and every 4<sup>th</sup> Thursday from 12pm – 5pm</b>
<b><u>Location:</u></b>	<b>IAMACF Clinic at 2645 W. Peterson Ave., Chicago, IL 60659</b>

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### About the Clinic

The Indian American Medical Association Charitable Foundation (IAMACF) Free Health Clinic has been serving Chicago's North side communities for over twenty years. It strives to ensure that all people have access to high-quality, culturally-sensitive healthcare by providing free services, including: primary care health care, limited pharmacy and blood lab services to under-served members of the community, who have no health insurance.

### About the Position

The Lead Pharmacy Technician is responsible for filling prescriptions, informing them on how to take prescribed medications, notifying them when their prescriptions are ready and referring questions to the onsite physician(s) for further medication counseling.

### Key responsibilities & duties

- Supporting the free pharmacological services at the IAMACF Clinic by filling, labeling and distributing medications to patients at the clinic, during the day(s) of operation.
- Processing prescriptions electronically and ensuring all information is accurate in a patient's file.
- Maintaining records of the medications distributed during the clinic day(s) of operation.
- Monitoring inventory, sorting, labeling and restocking in preparation of the next clinic day of operation.
- Complying with rules, regulations and procedures to help maintain a clean and safe pharmacy
- Sanitizing pharmacy equipment and surfaces before/after each use
- Other duties as assigned by Medical Director, Clinic Coordinator and/or Executive Director.

### Certifications, Licensure, Experience and other Requirements

- Pharmacy Technician Licensure is a must and be in good standing
- HIPPA certification (preferred)
- Prior working experience in a pharmacy is plus
- Ability to work during the weekend is a must
- Multilingual ability in a South Asian language (*hindi, urdu or gujarati*) is a plus

**QUALIFICATIONS:** Candidate must have good verbal and written skills. Working experience of underserved immigrant/refugee/asylee populations is a plus. Interested Candidates may apply by submitting a Resume and three (3) Professional References to the attention of the Executive Director to the following address: [iamacfillinois@gmail.com](mailto:iamacfillinois@gmail.com) No phone calls, please.

**Special Requirement for selected candidate:** Passing a criminal background check is a requirement.

COVID-19 considerations may be in effect: IAMACF follows recommended safety protocols in all of its interview and onsite employment processes, including the use of Personal Protective Equipment (PPE) and other safety procedures as may be required by local/state/federal government.