



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
9940 N County Hwy K • Hayward, Wisconsin 54843-2186  
Telephone: 715-638-5102  
Fax: 715-634-6107  
www.lcohc.com

**Position:** Pharmacy Technician

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** \$20.00 - \$25.00 per hour depending on experience and qualifications

**Hours:** Monday – Friday 8:00 am – 4:30 pm

**Posting Date:** May 7, 2025

**Closing Date:** May 21, 2025

**Description of Position:**

The Pharmacy Technician will support the clinic pharmacist in preparing, dispensing, and managing medications for patients. This role plays a key part in ensuring safe, timely, and accurate pharmaceutical care, working closely with healthcare providers and patients in a fast-paced clinical environment.

**Qualifications:**

- High school diploma or equivalent required.
- Completion of a Pharmacy Technician training program preferred.
- Pharmacy Technician registration required with the state of Wisconsin.
- Prior experience in a clinic, outpatient, or hospital pharmacy setting preferred.
- Familiarity with electronic medical records (EMR) and pharmacy software.
- Strong interpersonal, organizational, and communication skills.
- Ability to work collaboratively in a multidisciplinary healthcare environment.
- Requires attention to detail, adherence to safety protocols, and frequent patient interaction.
- May involve occasional lifting and standing for extended periods.
- BLS certification preferred or willing to obtain.
- Must be able to pass a background check and pre-employment drug test.
- Valid WI Driver's License
- Valid Vehicle Insurance
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

**Major Duties and Responsibilities:**

1. Assist in preparing and dispensing medications under the supervision of a licensed pharmacist.
2. Receive and process prescription orders from clinic healthcare providers.
3. Accurately enter and update patient and prescription data in the clinic's pharmacy system.
4. Provide medication information and assistance to patients while ensuring compliance with HIPAA and clinic protocols.
5. Prepare and label prescriptions and ensure proper packaging and instructions.
6. Maintain inventory levels, order medications and supplies, and check for expired products.
7. Coordinate with clinic staff to ensure efficient medication therapy and timely delivery to patients.
8. Help maintain pharmacy records in compliance with regulatory standards.
9. Support quality assurance and medication safety initiatives in the clinic.
10. Responsible for reporting Adverse Incidents.
11. Any other duties assigned by Director of Pharmacy.

**Supervision and Guidance:**

The Pharmacy Technician will work under the direction of the Pharmacy Director with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Sara Klecan, Human Resources Director  
9940 N County Hwy K  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

05/07/2025