



Pharmacy Technician Apprenticeship

Opportunities with Genoa Healthcare

A career with Genoa Healthcare means you're part of a collaborative effort to serve behavioral health and addiction treatment communities. We do more than just provide medicine: we change lives for the better. People with serious mental or chronic illness – and those who care for them – have moving stories, and at Genoa we become their voice, their partner. Working as part of a coordinated care team, we partner with community-based providers and others to ensure that people with complex health conditions get the right medications and can follow their treatment plans. Our personalized services – in-clinic pharmacies, medication management and more – are leading the way to a new level of care.

Genoa is a part of OptumRx (and UnitedHealth Group), which is a leading information and technology-enabled health services business dedicated to making the health system work better for everyone. Take a closer look to learn why a career with Genoa Healthcare might be the path to discovering your life's best work.SM

We seek a Pharmacy Technician Apprenticeship to support all functions of the Genoa mental health pharmacy, primarily through dispensing medications, and performing necessary clerical duties while under the direct supervision of a registered pharmacist. You'll be front and center – interacting with our consumers and developing strong patient relationships. The courses, learning activities, and resources provided to you in our pharmacy technician training program are designed to give you foundational and advanced knowledge, skills, and on-the-job experiences you need to prepare to become a certified pharmacy technician.

Major Duties & Responsibilities:

Under the supervision by the pharmacist, assist in the practice of pharmacy, in accordance with state, federal, and company policy.

- Provides exceptional customer service to all consumers and members of the clinic staff
- Fills prescription orders and makes them available for verification under direct supervision of the registered pharmacist.
- Orders, receives, and stores incoming pharmacy supplies.
- Receives and processes wholesaler medication orders.
- Verifies medication stock and enters data in computer to maintain inventory records.
- Gathers medical lists to increase the efficiency of interactions between patients, pharmacists, and other clinical staff to maximize the number of patient encounters and eliminate gaps in communication.
- Works with the Pharmacist to assist in the pharmacy functions and keeping the pharmacy in compliance with all federal and state requirements.
- Supports the Clinical Services with activities such as daily patient outreach calls, scheduling, contacting providers and pharmacies and other patient care activities as assigned.
- Gathers medical lists to increase the efficiency of interactions between patients, pharmacists, and other clinical staff to maximize the number of patient encounters and eliminate gaps in communication.
- Performs various clerical duties relating to the department.
- Communicates with strong professional verbal and written communication skills
- Other duties as assigned

Training & Personal Development

- Through completion of the Genoa pharmacy technician apprenticeship program, apprentice will earn and maintain state and national pharmacy technician certification through the designated PTCB/NHA training program and apprenticeship program.
- Attends training and completes on site trainings as requested by Manager and acquires continuing education credits.

- Maintains knowledge and skill in healthcare and pharmacy, including latest news and developments.

Requirements:

- High school diploma/ GED or higher
- Six months of experience in a retail environment.
- Basic math competency, including counting, measuring, and weighing
- Advanced computer skills/ knowledge (preferably full MS understanding)
- Must be fluent in reading, writing, and speaking English
- Strong multi-tasking ability

Diversity creates a healthier atmosphere: UnitedHealth Group is an Equal Employment Opportunity/Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

UnitedHealth Group is a drug-free workplace. Candidates are required to pass a drug test before beginning employment.