

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: melanie.piedalue@cskt.org**

TITLE: Pharmacy Technician in Training/Pharmacy Technician (DOE)
1 or more positions

LOCATION: Tribal Health Department - (Various locations)

SALARY: Pharmacy Technician in Training - \$15.39 - \$17.69
Certified Pharmacy Technician - \$18.85 - \$21.67

CLOSING DATE: Monday, March 30, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

- The Pharmacy Technician serves as the central point of contact for clinic and pharmacy personnel for all matters concerning supply and availability of all pharmaceutical items.
- The Pharmacy Technician initiates orders for pharmaceuticals and finds alternative sources of supply for items in out of stock situations, emergency one time orders, multi-source and special requests.
- The Pharmacy Technician maintains good working relationships with area clinics and hospitals for the purpose of trading emergency items when necessary.
- The Pharmacy Technician plans and coordinates supply actions to ensure support of operations outside the main clinic.
- The Pharmacy Technician reviews inventory reorder points for appropriateness and overall support of general goals.
- The Pharmacy Technician maintains pharmacy store room stocks, requisitions pharmacy office supply items from the Supply Department, shelves items alphabetically by generic name, projects drug usage so that the pharmacy does not run out of needed drug items, properly stores drugs that have special storage requirements (e.g. refrigeration); receives and fills pharmacy supply orders for a wide variety of items stocked, performs inspections that comply with certification standards, receives pharmacy shipments, notifies the pharmacists of any delayed shipment, partial receipts, or similar events affecting drug stocks; maintains cleanliness of the main pharmacy, pharmacy storage area and other drug store areas; and is responsible for proper storage of drugs in areas assigned, i.e., expiration dates, rotation of drug stocks. Inventories and orders supplies insuring that stock levels are maintained. Replenishes main or refill dispensing line operating stocks, or refill automatic drug dispensing cells to include cleaning cells, updates expiration date cards on machine and in general keeps dispensing machine in operating order. Inspects label potency dates on each pharmaceutical unit of assigned drug stocks and removes from stock items that have exceeded their potency date.
- The Pharmacy Technician assists the pharmacists in their TH recipients care activities by typing prescription labels; calculating doses to match physician's order with pharmacy stocks and adjusting labels accordingly; records prescription refills; calculates quantities if drugs required to match physician's order with pharmacy stocks; records necessary information on control logs.

- The Pharmacy Technician carefully reviews prescriptions and determines kind, strength, and dosage of drug to be dispensed. Correlates instruction on order with pharmacy policy. If required, annotates the prescription to assure compliance with dispensing limitations. Sets up prescriptions by obtaining correct stock container, counting or pouring correct amount of medication, and placing medication in an appropriate container. Sets contents and label aside for a final check and dispensing by a pharmacist.
- The Pharmacy Technician fills prescriptions and re-stocks pharmacy from the daily vendors. Receives requests for new or refill prescription and verifies patient's eligibility for services. Reviews prescriptions to determine the drug strength, quantity, and directions for the use prescribed, and verified that the prescription has been written by an authorized Medical prescriber. Determines if the drug written is a stocked item and is or adjusted to prescribed quantities. If the prescription is for a non-stocked or out of stock drug, refers prescription to Pharmacy Manager for resolution, either with the patient or the Medical prescriber. When information is changed or added on a prescription, annotates action taken to insure that the prescription clearly portrays the action taken.
- The Pharmacy Technician operates a computer terminal to prepare labels for new and refill prescriptions, adds new drugs to the inventory, and prepares daily reports of prescription volumes. Prepares prescription labels insuring that labels show all required information.
- The Pharmacy Technician performs technical support work in all pharmacy functional areas. Answers routine inquiries from doctors, nurses, and other staff members on such matters as classification of drugs in stock, new drugs on order, and dosage forms of drugs available in the pharmacy. Refers any questions concerning drug reactions, requests for the order of a new drug, etc., to the Pharmacy Manager.
- Request copy of full position description for full list of job duties.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

Pharmacy Technician in Training:

- Must be at least 18 years of age
- Must possess a High School Diploma or GED.
- Must possess a valid driver's license.

Pharmacy Technician:

- The qualifications listed above
- Certification by the national Pharmacy Technician Certification Board and licensed by a state.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts, certificates, licensure
3. Copy of valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Tribal Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1040 or personnel@cskt.org .

FOR MORE INFORMATION: Jessi Cahoon, Tribal Health Department – (406) 675-2700 Ext. #5111