**CONFEDERATED SALISH AND KOOTENAI TRIBES**
**OF THE FLATHEAD NATION**
**PO BOX 278**
**PABLO MT 59855**
**(406) 675-2700**
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******V A C A N C Y A N N O U N C E M E N T******

**TITLE:** Pharmacy Technician (1 or more positions)

**LOCATION:** Tribal Health Department—St. Ignatius, MT

**SALARY:** $16.63 - $28.05 per hour DOE, plus benefits - May be employed under contract

**CLOSING DATE:** Monday, November 9, 2026 at 5:30 p.m. (MST)

**GENERAL DESCRIPTION OF WORK:**

The Pharmacy Technician provides technical support working under the supervision of a pharmacist in the processing of prescriptions and the maintenance of the Pharmacy Division. Pharmacy Technicians will sell and dispense prescriptions, perform prescription data entry, bill third parties, utilize the Tribal Health Formulary, prepare and label prescriptions, perform inventory management, clean and maintain an organized pharmacy, answer telephones, answer patient and staff questions, and appropriately refer when needed.

The Pharmacy Technician position has three (3) levels: Level 1 (Entry/Trainee) Pharmacy Technician is an entry-level position to learn, produce, and demonstrate knowledge and skills. Level 2 (Certified Technician) Pharmacy Technician differs from a Level 1 in experience, independence, and responsibility for the completion of more complex tasks. Level 3 (Advanced/Specialist) Pharmacy Technician differs from Level 1 and Level 2 in that it functions as an expert in pharmacy and insurance billing. Acts as a mentor and provides direction to other Pharmacy Technicians.

*ESSENTIAL DUTIES AND RESPONSIBILITIES*

Sell and Dispense Prescriptions from the Pharmacy:

- Complete the sales of patients' prescriptions.
- Ensure the accuracy in handing the patient the correct prescriptions, ensure the prescriptions are properly signed for, and the patient receives counseling by the pharmacist as required.
- Complete curbside delivery as assigned.
- Observe the waiting area to ensure that patients are not missed and communicate with patients the status of their wait time. Communicate with Pharmacy Staff to identify which patients are waiting for prescriptions and assist in coordinating their priority.
- Maintain a clean, professional, sanitary, and organized working environment of the pharmacy reception area and the Pharmacy Counsel areas. Ensure the reception area is kept clear of patient-identifiable information and is not visible to patients to maintain confidentiality.
- Receive new prescription hard copies and refill requests from patients or caregivers. Accurately record and update patients' demographic information, insurance information, allergies, and other documents for pharmacy use within the pharmacy computer system. Coordinate with reception to retrieve demographic or insurance information.
- Maintain and organize the prescription will-call area.

Prescription Data Entry:

- Perform accurate data entry of prescriptions into the pharmacy computer system for processing new and refill prescriptions. Accurately enter the correct patient, prescriber, drug, quantity, directions, days' supply, etc.
- Perform accurate third-party claims submission, including selection of the correct third-party plan, billing override codes, contacting third-party insurers for claim questions or needs, and claim submission override codes.
- Follow the Tribal Health Formulary and ensure eligibility of prescriptions per procedure.
- Submit refill requests and prior authorization to prescribers' offices.

- Review the patient profile to retrieve information as directed by the pharmacist.
- Perform return to stock (cancel prescription and third-party claims for prescriptions not picked up) according to procedure.

Prescription Filling (Preparation and Labeling):

- Prioritize and organize the Printing of Prescription labels and patient education paperwork.
- Prioritize work and maintain speed and accuracy while preparing and filling prescription orders.
- Ensure one patient prescription per work area, and place used drug inventory in the designated location to maintain safe workspaces.
- Return to inventory in a timely manner.
- Accurately prepare and label the prescription for final verification by the pharmacist.

Inventory Management and Drug Handling:

- Receives inventory from wholesaler. Verifies inventory received against invoices to ensure all items received are correct. Reports all discrepancies to the appropriate person in accordance with established procedures.
- Ensure drug inventory is stored in the assigned location and organized, including refrigerated items.
- Accurately performs drug inventory counts for assigned areas according to procedures.
- Removes expired pharmacy products from inventory and places them in the assigned area that is quarantined from use.
- Order drug inventory to ensure on-hand quantities are sufficient for patient and inventory needs, and limit on-hand inventory to prevent waste.
- Monitor refrigerator temperature throughout the day, notifying the PIC or assigned staff when temperatures are out of range.
- Handles Hazardous Drug according to Pharmacy standards of practice.
- Ensures compliance with DSCSA requirements per policy.
- or referred to the appropriate staff member within or outside the pharmacy.

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

All levels must possess a valid driver's license, and will be required to participate in pre-hire drug test and random drug tests thereafter. Must pass a background and suitability check according to Public Law 101-630; the Indian Child Protection and Family Violence Prevention Act.

Level 1 (Entry/Trainee) Pharmacy Technicians are required to get a Montana Provisional Certified Pharmacy Technician license within thirty (30) days of starting the position, and a Montana Certified Pharmacy Technician license within eighteen (18) months of starting the position.

Level 2 (Certified Technician) Pharmacy Technicians require a nationally recognized Pharmacy Technician Certification, a Montana Certified Pharmacy Technician license, and a minimum of one (1) years of applicable pharmacy technician experience.

Level 3 (Advanced/Specialist) Pharmacy Technicians require nationally recognized Pharmacy Technician Certification, a Certified Montana Pharmacy Technician license AND

- a minimum of five (5) years of applicable pharmacy technician experience OR;
- hold an Advanced Certified Pharmacy Technician (CPhT-Adv) credential.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

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

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

**FOR MORE INFORMATION: Contact Jessi Cahoon at THD (406) 675-2700 Ext. #5111**