



Neighborhood Health – Pharmacy Technician- Clinical Assistant  
Non-Exempt, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Due to expansion of opening its very first in-house pharmacy. Neighborhood Health is looking to add a Pharmacy Technician- Clinical Assistant to our team, reporting directly to the Pharmacy Manager. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

This is an exciting opportunity to assist with building the Pharmacy program from the ground up at Neighborhood Health and serve the patients of the clinic!

As a Pharmacy Technician- Clinical Assistant, you will:

- ✓ Greets patients in a prompt, pleasant, and helpful manner and provides any necessary instructions/directions.
- ✓ Receive and process prescriptions that have been sent electronically, by phone, or by prescription drop-off.
- ✓ Responsible and accountable for registering all related sales on the cash register, collects and handles cash as required.
- ✓ Help facilitate the day-to-day activities of the 340B program in collaboration with the pharmacist on duty and troubleshoot any issues that arise for patients.
- ✓ This role will communicate and work effectively with patients and various members of the healthcare team including office staff, nursing triage units, and providers. Job responsibilities include but may not be limited to:
  - Receiving prescription refill requests by e-prescriptions from pharmacies, patient portals, or patient phone calls.
  - Authorizing prescription refills according to protocol using an Electronic Medical Record (EMR)
  - Communicating effectively and efficiently with physicians, office staff, patients and/or pharmacies.
  - Triage phone calls from pharmacies, patients, and providers
- ✓ Floater to various departments in the clinic as needed.

Requirements:

- Possession of an Indiana State Pharmacy Technician license.
- Within 1 year of employment, must successfully complete all training / testing required to receive certification as a Pharmacy Technician in the state of Indiana.

Education Requirements:

- High School Diploma or GED. Advanced training as a pharmacy technician.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Please fill out an application on the Career Page and/or send a resume along with cover letter to NHC Human Resources Department by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org)

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)