

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

TITLE: Lead Pharmacist
LOCATION: Tribal Health Department
SALARY: Negotiable
CLOSING DATE: Thursday, June 18, 2020

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **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.**

Lead Pharmacist Duties (25 % OF TIME):

The Lead Pharmacist assists the Pharmacy Division Director in providing administrative management TH pharmacy assigned to their supervision including but not limited to the following functions:

- Supervision of the staff assigned to the TH pharmacy under their supervision according to accurate position descriptions, with appropriate priorities and established deadlines, standards of performance with productivity standards and performance reviews conducted timely and reflecting attendance records, disciplinary actions as appropriate, staff training plans and utilization of staff incentives to ensure retention, as needed. These must be in compliance with CSKT Personnel regulations and guidelines.
- Implements, monitors and audits TH Pharmacy policies and procedures ensuring compliance with applicable CSKT, federal and state laws and / or regulations. Recommends changes as necessary to maintain compliance and to meet the needs of the TH recipients to provide the highest quality of care.
- Ensures compliance with CSKT and TH financial management standards such as procurement policies, capital equipment acquisition and others.
- Complies with processes for expenditure of funds.

- Complies with internal controls and conflicts of interest standards.

SECONDARY DUTIES AS A TH PHARMACIST (75% OF TIME):

The Lead Pharmacist prepares and dispenses prescriptions to TH recipients.

The Lead Pharmacist counsels TH recipients on safe and effective use of prescription medications, OTC products, and drug-drug interactions.

The Lead Pharmacist provides clinical drug information to physicians, nurses, and patients.

The Lead Pharmacist maintains necessary legal records on controlled substances and other prescription products.

The Lead Pharmacist prepackages manufacturers and compound products not commercially available.

The Lead Pharmacist inspects all storage places for drugs to ensure proper storage conditions and oversees expiration dates of all medications.

The Lead Pharmacist reviews TH recipient's medication profile for safety, logic, and effectiveness of drug therapy.

The Lead Pharmacist adheres to all CSKT policies and procedures.

Performs other duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Must have a minimum of a Bachelor's of Science degree in Pharmacy.
- Must have a minimum of 1 year management experience.
- Applicants with Doctor of Pharmacy degrees and residency training are preferred.
- Must maintain proper licensure/certification and registration.
- Must possess a valid driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcript, certification, licensure.
3. Completed supplemental background questionnaire.
4. Proof of enrollment from a federally recognized tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, PO Box 278, Pablo, MT 59855, telephone (406) 675-2700 Ext. #1259.

FOR MORE INFORMATION: Contact Jessi Cahoon -Tribal Health Department at (406) 675-2700 Ext. #5126.