



Position: Pharmacist
Program: Pharmacy – Center WeHo Dispensary
Department: Health Services
Reports to: Assistant Pharmacy Manager
Salary: \$58.00 per hour
Status: 100%, Full-Time, Regular, Non-Exempt, Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan.

JOB SUMMARY:

Perform professional and clinical duties in the dispensing of medications to patients and clinic.

ESSENTIAL FUNCTIONS:

- 1) Prepares, fills, and verify prescriptions as ordered by physicians and other authorized personnel as provided for by California Law;
- 2) Stores and preserves medications and vaccines as appropriate;
- 3) Checks incoming shipments of pharmacy supplies and medications and arranges for their storage;
- 4) Charges 3rd party payer for dispensed medications;
- 5) Removal of outdated drugs from the pharmacy and clinic stocks;
- 6) Distribution of clinic stock supplies of medications;
- 7) Oversees and coordinates the work of pharmacy technicians in the functions detailed in #'s 1, 2, 3, 4, 5 & 6, as well as other duties as described in the job functions of the pharmacy technicians and as allowed by California Law;
- 8) Oversees and coordinates the work of the pharmacy clerks in the functions as outlined in the job description of the pharmacy clerks as allowed by California Law;
- 9) Participates in in-service training (includes both presentation of in-services and attendance at the presentation of others providing in-services);
- 10) Provide drug information to clinic personnel and medical staff;
- 11) Participate in staff meetings, planning meetings and other meetings as needed;
- 12) Perform other duties as needed and directed by clinic administrator or the Assistant Pharmacy Manager or Director of Pharmacy;
- 13) A minimum of a Bachelor of Science in pharmacy from an accredited college of pharmacy;
- 14) Current licensure to practice pharmacy in the State of California;

JOB QUALIFICATIONS:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) A minimum of one year of previous retail or ambulatory clinic pharmacy experience;
- 4) Background and knowledge of HIV/AIDS and their drugs and pharmacology;
- 5) Excellent verbal and written communication skills;
- 6) Good computer skills and knowledge of word processing, database operations, spreadsheets, and other software systems;
- 7) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.