



**Position:** Pharmacy Technician II  
**Program:** Health and Mental Health Services  
**Reports to:** Chief Pharmacist  
**Compensation:** \$16.25/hour  
**Schedule:** Monday – Friday 12:30 p.m. to 9:30 p.m.  
**Status:** 100%, Full-Time, 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.

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### **JOB SUMMARY:**

The Pharmacy Technician II assists a pharmacist in the performance of pharmacy related duties. Under the direct supervision and control of a pharmacist, the Pharmacy Technician II performs packaging, manipulative, repetitive, or other nondiscretionary tasks within established standards and guidelines. The Pharmacist Technician II may also perform clerical functions.

### **ESSENTIAL FUNCTIONS:**

- 1) Nondiscretionary Tasks
  - a. Removes the drug or drugs from stock;
  - b. Counts, pours or mixes pharmaceuticals;
  - c. Places product into a container;
  - d. Affixes label or labels to the container;
  - e. Packages and repackages;
  - f. Presents prescriptions to pharmacist for review.
- 2) Clerical Functions
  - a. Collects, enters and updates patient specific data into pharmacy management system for prescription and billing processing including but not limited to third party payers, delivery preferences, allergies, etc;
  - b. Processes prescriptions and ensures that third party adjudication process is complete in accordance with Los Angeles LGBT Center (LALGBTC) procedure;
  - c. Interacts with all patients, external pharmacies, medical providers, other staff members, etc. in a professional, friendly and courteous manner to optimize customer service in the pharmacy;
  - d. Prepares and processes prior authorization, treatment authorization requests and other payment issues; works closely with third party payers, medical providers and clients to resolve issues;
  - e. Assists pharmacist in performing audit control functions such as the review of drug usage records;
  - f. Prepares prescription orders for mail order or delivery as required;
  - g. Receives and stores incoming supplies; counts stock and enters data into pharmacy management system according to LALGBTC procedure;
  - h. Assist with the maintenance of all paperwork and filing as required;
  - i. Assists with monthly inventory count as required;
  - j. Helps maintain orderly, clean environment in the Pharmacy;
  - k. Participates in staff meetings, planning meetings and other meetings as needed;
  - l. Other duties as assigned;

### **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) 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) Two to three years of experience in a high-pressure professional medical environment;
- 4) Current California Pharmacy Technician License.
- 5) Ability to work some evenings and weekends;
- 6) Good verbal and written communication skills, including good organizational, detail and interpersonal skills;
- 7) Ability to work with pharmacy management and other software systems; knowledge of QS-1 preferred;
- 8) Ability to work effectively with men and women of diverse races, ethnicities, ages, and sexual orientations in a multicultural environment.
- 9) Bilingual a plus (English/Spanish preferred).
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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.

E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028