



NOW HIRING

Pharmacy Technician

ABOUT US:

Founded in 2011, Circle Care Center (CCC) is Connecticut's largest independent provider of stigma-free sexual health and LGBTQ+-affirming medical services. CCC now serves more than 3000 patients annually across its two clinical locations in Norwalk and Glastonbury, and operates an in-house pharmacy at its Norwalk location. Circle Care Center's mission is to provide the highest quality medical care to its patients in Connecticut, specializing in primary care for people living with HIV and the LGBTQI+ community, as well as HIV prevention (PrEP & PEP), Hepatitis C, and STI testing and treatment, Gender-Affirming Care, and Behavioral Health Services.

Summary:

A Certified Pharmacy Technician will work under the direction of the Pharmacist to promote and maintain good interpersonal and interdepartmental relationships. A Certified Technician shall master various pharmacy responsibilities. All certified pharmacy technicians shall be trained in multiple functions within the scope of their job description. It is the responsibility of the Pharmacist in Charge to ensure that pharmacy technicians maintain adequate skill levels for each of these functions through regular scheduling in the associated areas.

PROCEDURE:

The Certified Pharmacy Technician reports to:

Pharmacist (on duty at the time the technician is working)

Requirements

1. Must be flexible and be able to work different schedules to meet client and pharmacy needs
2. Possess detailed knowledge of prescription drugs and laws governing prescription drugs
3. Demonstrate competent working knowledge of participating third party insurance plans
4. Possess thorough knowledge of the Pharmacy Technician Procedures
5. Be able to work in fast-paced environment
6. Possess ability to troubleshoot and solve problems
7. Demonstrate strong verbal and written communications skills
8. Must be organized and be able to prioritize tasks
9. PC knowledge and general navigation



Typical Duties

1. Fill new medications orders, refills and renewals for Circle Care Center Pharmacy clients.
2. Restock pharmacy shelves when medications are received from the wholesaler.
3. Credit client medications that are not picked up within 2 weeks.
4. Check for outdated medications.
5. Prepares prescriptions for the pharmacist to check.
6. Prepare shipping packages that will be mailed to patients.
7. Help pharmacists in training new technicians and cross-training other technicians
8. Ability to help others whenever and wherever there is a backlog.
9. Being accurate, fast, knowledgeable, thorough, and complete in one's work.
10. Willingness to learn new responsibilities.

Qualifications and Licenses

1. Pharmacy Technicians must be registered with the Connecticut Commission of Pharmacy.
2. Certified Pharmacy Technician licensed by passing the National Pharmacy Technician Certification Exam.
3. Current and Bi-Annual certification of Basic Life Support/AED
4. One to two years experience as a Pharmacy Technician
5. High School diploma or equivalent

Work Conditions

Constant standing or walking is required. Manual dexterity is required for sustained periods.

Compensation

Circle Care Center provides generous and fair compensation to its employees based on fair market value analysis. Compensation for this position may range between \$48,000 – \$52,000, depending on credentials and experience. Benefits include, but are not limited to, medical, dental, vision, short and long-term disability, life insurance, FSA, and 403B retirement savings.

To apply please submit your resume and cover letter to the organization's Pharmacy Director at rmhatre@circlecare.org

Circle Care Center provides merit-based equal employment opportunities to all qualified individuals without regard to membership in any protected class in accordance with applicable federal, state, and local laws.