



C.A.R.E.S.

National Health Services, Inc.

Our Mission "Health for All"

A NOT FOR PROFIT CORPORATION 501 (c) 3 TAX EXEMPT
659 S. Central Valley Highway • P. O. Box 1060 • Shafter, CA 93263
Administration (661) 459-1900 • Fax (661) 459-1944 • TDD (800) 735-2929
www.nhsinc.org

JOB DESCRIPTION

Title: Pharmacy Clerk

Job Summary: The Pharmacy Clerk will assist the pharmacist in inventory control of pharmacy stock, do routine clerical duties, (i.e. type memos etc.), bookkeeping duties as required, and other duties relating to the pharmacy.

- Job Duties:**
- (1) Check outdates monthly at site he/she is assigned.
 - (a) In pharmacy
 - (b) Injectable cabinet
 - (c) Biological in refrigerator
 - (d) Emergency pharmacy lock up
 - (2) Check inventory.
 - (a) All injectables
 - (b) Refrigerator items
 - (3) Mark in and stock incoming merchandise.
 - (4) File daily RXs.
 - (5) File incoming mail.
 - (a) Facts and Comparison Monthly
 - (b) Medical information as needed
 - (6) Type labels for replacement RX twice weekly.
 - (7) Type inter-clinic memos and file memos
 - (8) File and check medical and PCS RXS.
 - (9) Inventory pharmacy yearly or as requested.
 - (10) Housekeeping in all pharmacy areas.

- Buttonwillow Health Center*
Medical (661) 764-5211
Dental (661) 764-5257
FAX (661) 764-6311
- Lost Hills Community Health Center*
Medical (661) 797-2667
Dental (661) 797-2677
FAX (661) 797-2675
- Wasco Medical & Dental Center*
Medical (661) 758-2263
Dental (661) 758-5903
Women's Clinic (661) 758-0680
FAX (661) 758-8132
- Taft Community Medical & Dental Center*
(661) 765-5044
FAX (661) 763-1281
- Joy Cariño Kimpo Family Medical Center*
(661) 721-7080
FAX (661) 721-8944
- Delano Family Dental & Women's Health Center*
(661) 454-1700
FAX (661) 454-1716
- Shafter Community Medical & Dental Center*
(661) 746-9194
FAX (661) 746-9197
- Joy Cariño Kimpo Women's Health Center*
(661) 459-1800
FAX (661) 459-1821
- Oildale Community Health Center*
(661) 392-7850
FAX (661) 215-2349
- Tehachapi Community Health Center*
Medical (661) 822-9054
FAX (661) 822-9082
- Ridgecrest Community Health Center*
Medical (760) 446-7978
FAX (760) 446-5998
- Rosedale Community Health Center*
Medical (661) 387-6930
FAX (661) 387-6935



Accredited by Joint Commission Accreditation Health Organization

Dedicated to The Memory Of: Dutch Houchin; Mary & Harvey Holloway
We are an Equal Opportunity Employer

Job Description
Pharmacy Clerk
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- (11) Check daily immunization at site and maintain adequate stock and ascertain that all have been recorded as given.
- (12) Do pharmacy errands as required.
- (13) Enter in computer patient information and generate labels.
- (14) Phone refill requests as authorized to outside pharmacies.
- (15) Take refill requests over the phone.
- (16) Daily ordering of merchandise as needed.
- (17) Maintain totals of all merchandise ordered through pharmacy that are non prescription items.
- (18) Maintain record of all supplies ordered by pharmacy.
- (19) Replace items in night lock up.

Qualifications, Education, and Experience

- (1) Graduate from high school or equivalent. Prior working experience as Pharmacy Assistant is helpful.
- (2) Basic typing skills.
- (3) Promotes and believes in NHSI mission statement "Health for All".
- (4) Ability to relate to the public regardless of ethnic, religion and economic status.
- (3) Bilingual in English/Spanish may be required

Responsible To: Staff Pharmacist/ Chief Pharmacist

Classification: Full or Part Time Position, Non-exempt

Approved By: W. G. H. [Signature]

Date: Sept-1, 2009