



# REACH

Community Health Centre

Celebrating nearly 50 years of community health in community hands.

## Job Posting

**Position:** Pharmacy Assistant

**Compensation:** \$20.69

**FTE:** Casual, up to 20 hours per week. Schedule will be determined with management according to the needs of the pharmacy.

**Start Date:** February 18

Established in 1969, REACH is a Community Health Centre with a history of primary care innovation. REACH is dedicated to providing high quality integrated health care in East Vancouver to families and individuals of all ages. We focus on clients with complex social, mental or physical needs. REACH offers a widely respected interdisciplinary approach to care within our medical, dental, pharmacy and multi-cultural outreach programs.

REACH is proud to be a Living Wage Employer who ensures the long-term health and well being of our employees. If you want to work with committed colleagues and be a part of a culture of teamwork and innovation, then REACH is the place for you!

We are strongly committed to creating a diverse workplace environment and encourage applications from the communities we serve.

### Position Summary

The Pharmacy Assistant is an important member of the REACH Pharmacy Department and reports to the Pharmacy Manager. The job focuses on assisting Pharmacists and Pharmacy Technicians in client service, technical and administrative duties.

### Responsibilities

- Assist with dispensing prescription orders
- Count or measure and fill medication containers
- Fill unit dose and compliance packages
- Compound medications such as creams, lotions, ointments, liquids and others
- Manage inventory including stocking shelves, pricing stock and marking items
- Serve clients who are medically complex, presenting with chronic disease, concurrent disorders or communicable diseases with empathy and patience by answering calls, directing their questions and accepting payment.
- Identifies outdated drugs to be returned or destroyed by checking stock for lot expiry dates.

### Contribution to team and centre activities

- Participates actively in staff meetings and board committees.

- Participates in the overall activities of the health centre, e.g. in service training, committees, special events and shared staff responsibilities.
- Communicates clearly, listens accurately, is open to feedback, handles conflict appropriately, and displays sensitivity to others.
- Collaborates well with others, promotes cooperation and teamwork.
- Participates in REACH's commitment to becoming discrimination free and an inclusive health centre and promotes a healthy lifestyle.
- Maintains the reputation and confidentiality of the health centre and its clients at all times.
- Adheres to all applicable REACH policies and procedures.

### **Qualifications and Skills**

- High School Diploma or equivalent
- Graduated from a recognized Pharmacy Assistant Program preferred.
- Minimum two years recent related experience, or an equivalent combination of education, training and experience
- Good keyboarding skills for fast and accurate data entry
- Excellent communication skills with an emphasis on empathetic, client service skills
- Self-directed, expert in your field.
- Enjoys working innovatively and collaboratively to help improve the lives of those in our community.

REACH will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

Please send a cover letter and resume with the subject line Pharmacy Assistant to Amanda at [aabrams@reachcentre.bc.ca](mailto:aabrams@reachcentre.bc.ca).