San Pasqual Economic Development Corporation
Job Vacancy

Position Title: Pharmacy Technician	**Posting Date: 10/22/2026**
Position Reports to: Pharmacist	**Employment Category: Full-Time/Non-Exempt**
Salary: Commensurate with Experience	**Closing Date: Until Filled**

POSITION SUMMARY

The Pharmacy Technician is responsible for assisting licensed pharmacists in the preparation, processing, dispensing, and distribution of prescription medications and other pharmaceutical products at the San Pasqual Health Clinic. This position supports daily pharmacy operations, including prescription processing, medication inventory management, maintaining accurate patient records, and providing professional customer service. The Pharmacy Technician works under the direct supervision of a licensed pharmacist to ensure the safe, accurate, and efficient delivery of pharmacy services while maintaining patient confidentiality and complying with applicable laws, regulations, and established San Pasqual Health Clinic policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists licensed pharmacists in preparing, processing, labeling, packaging, and dispensing prescription medications to patients at the San Pasqual Health Clinic, in accordance with applicable laws, regulations, and established pharmacy procedures.
- Receives and processes prescription orders, verifies patient information, and enters prescription data accurately into the pharmacy management system.
- Assists with counting, measuring, packaging, and labeling medications under the supervision of a licensed pharmacist.
- Maintains accurate and complete patient prescription records, medication profiles, and pharmacy documentation.
- Provides professional, courteous, and efficient customer service to patients, healthcare providers, and other pharmacy personnel.
- Responds to patient inquiries regarding prescription status, refill requests, medication availability, and general pharmacy services, referring clinical questions to the licensed pharmacist.
- Processes prescription refill requests and coordinates with healthcare providers and pharmacists to ensure timely medication availability.
- Assists with processing insurance claims, verifying prescription coverage, resolving billing discrepancies, and collecting applicable patient payments.
- Monitors medication inventory, assists with ordering and receiving pharmaceutical supplies, and ensures proper storage and handling of medications.
- Inspects medication inventory for expired, damaged, or recalled products and assists with their removal and appropriate disposition.

- Maintains cleanliness, organization, and safety of pharmacy work areas, equipment, and medication storage locations.
- Assists with maintaining accurate records and inventory controls for controlled substances, as permitted by applicable laws and under pharmacist supervision.
- Follows established medication safety procedures, infection prevention and control protocols, and applicable workplace safety requirements.
- Maintains patient confidentiality and protects sensitive health information in accordance with applicable privacy laws, including HIPAA, and established Tribal policies.
- Communicates effectively with pharmacists, healthcare providers, and other San Pasqual Health Clinic staff to support coordinated patient care and efficient pharmacy operations.
- Performs administrative and clerical duties related to pharmacy operations, including filing, recordkeeping, data entry, and maintaining pharmacy documentation.
- Participates in required training, staff meetings, and quality improvement activities.

Note: Nothing in this job posting restricts management's right to assign or reassign applicable duties and responsibilities for this position at any time.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required.
- Minimum of one (1) year of experience working as a Pharmacy Technician in a retail, outpatient, or healthcare pharmacy setting.
- Must possess and maintain a current, valid California Pharmacy Technician registration issued by the California State Board of Pharmacy.
- Must complete HIPAA privacy and security training upon hire and annually thereafter, in accordance with applicable laws and Tribal policies.
- Must complete required orientation and training upon hire and maintain any required continuing education or training applicable to the position.
- Must possess a valid state driver's license.
- Must successfully pass a comprehensive background investigation, including a Public Law 101-630 background investigation, as applicable, and pre-employment and random drug testing in accordance with Tribal policy.

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

- Knowledge of pharmacy operations, prescription processing, medication terminology, and pharmaceutical products.
- Knowledge of applicable pharmacy laws, regulations, medication safety procedures, and the authorized scope of practice of Pharmacy Technicians.
- Ability to accurately process prescriptions, maintain medication records, and assist with pharmaceutical inventory management.
- Ability to operate pharmacy management systems, electronic health records (EHR), and standard office equipment.
- Strong attention to detail and accuracy when handling medications, processing prescriptions, and maintaining patient records.
- Ability to perform basic mathematical calculations related to medication quantities and inventory.

- Knowledge of patient confidentiality and applicable healthcare privacy requirements, including HIPAA.
- Ability to provide professional, courteous, and culturally sensitive customer service to patients and their families.
- Ability to organize work, manage multiple priorities, and complete assigned tasks accurately and efficiently.
- Ability to recognize issues requiring pharmacist review and refer clinical questions or concerns to the supervising pharmacist.
- Ability to work independently within the authorized scope of practice and collaboratively as part of a healthcare team.
- Ability to follow established San Pasqual Health Clinic policies, pharmacy procedures, and workplace safety requirements.

PREFERRED KNOWLEDGE, SKILLS, AND COMPETENCIES:

- National Pharmacy Technician Certification (CPhT) through the Pharmacy Technician Certification Board (PTCB) or another recognized certification organization.
- Experience working in a community health clinic, Tribal healthcare facility, or outpatient pharmacy.
- Experience using electronic pharmacy management systems and electronic health records.
- Familiarity with prescription insurance billing, including Medicare, Medi-Cal, and other third-party insurance programs.
- Knowledge of Native American cultures and culturally appropriate healthcare delivery.
- Experience working with Tribal health programs, Tribal governments, or Native American communities.

WORK ENVIRONMENT

- Work is primarily performed in a healthcare clinic setting.
- May be exposed to infectious diseases, bloodborne pathogens, bodily fluids, airborne particles, cleaning chemicals, and other potential workplace hazards.
- May encounter medical emergencies, emotionally stressful situations, and patients experiencing physical or emotional distress.
- Must follow established safety protocols, infection prevention and control procedures, and proper use of personal protective equipment (PPE).
- The noise level in the work environment is generally moderate.

PHYSICAL REQUIREMENTS

- Must be able to stand, walk, and sit for extended periods of time.
- Must be able to frequently use hands and fingers to handle medications, count and package prescriptions, operate pharmacy equipment, and perform data entry.
- Must be able to occasionally bend, stoop, kneel, crouch, and reach with hands and arms.
- Must be able to occasionally lift and/or move up to twenty-five (25) pounds, with or without reasonable accommodation.
- Must have sufficient visual ability to read prescription labels, medication information, patient records, and computer screens accurately.
- Must be able to perform repetitive motions associated with prescription preparation, medication packaging, and computer use.

Individuals interested in applying for this position may submit their resume by email to hr@sanpasqualtribe.org or apply in person at 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans