



## **Pharmacy Aide– Job Description**

**Cross Over Health Care Ministry** is a network of clinics that offer primary medical, dental and vision care to low income residents who are low income and do not have medical insurance. Our full time clinics are located on Cowardin Avenue in South Richmond and Quioccasin Road in Western Henrico County.

**Cross Over Health Care Ministry’s Mission:** We are called to provide health care, promote wellness, and connect community talents and resources with people in need in the name of Jesus Christ.

**Cross Over Health Care Ministry’s Vision:** A healthy, vibrant community where every person is restored by the compassionate, healing love of God.

**Overall Responsibility:** The Pharmacy Aide assists patients in obtaining the medications prescribed by the clinical providers at Cross Over Ministry. The Pharmacy Aide distributes medications acquired through the Pharmacy Connection (TPC) software and as well as the in house pharmacy.

**Position/Title:** Pharmacy Aide

Supervisor: Pharmacy Coordinator

Status: Full time

### **Key Responsibilities:**

- Provide excellent customer service to patients who are picking up and dropping off medications
- Maintain pharmacy log for medications distributed to patients
- Check medication from pharmacy into will call cabinet
- Enter appropriate data into TPC, QS1 and eCW in a timely manner
- Efficiently send medication refill requests to pharmacy
- **Distribute medication information sheets to patients**
- Facilitate medications counseling when requested
- Manage pharmacy hotline, responding to messages in a timely manner
- Assist with pharmacy inventory
- Assist with preparation of pharmacy reports
- Assist staff and volunteers that have medications related questions
- Process samples when they are received
- Assist pharmacists with pharmacy operations when requested

**Key Qualifications:**

- Strong interpersonal, analytical and computer skills
- Ability to multi-task and develop creative solutions
- Ability to work with diverse group of people
- Fluent in Spanish
- Experience in medical setting or retail pharmacy preferred.
- Pharmacy tech experience a plus