



Position/Title: Pharmacy Aide

Supervisor: Medications Program Manager

Status: Full Time

About CrossOver Healthcare Ministry:

CrossOver Healthcare Ministry provides compassionate, high quality healthcare to the medically underserved in our local community through the operation of two medical clinics; one in the City of Richmond and one in Henrico County. CrossOver is a 501(c)(3) non-profit organization that offers comprehensive healthcare services to its patients, including: primary care, specialty care, dental, vision, behavioral health, HIV/AIDS care, OB/GYN, medications and medications management, and social work and case management.

Position Summary:

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.

Key Responsibilities of Position:

- 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

Required 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.

Salary: Competitive and commensurate with experience.

Benefits: Generous sick, vacation, PTO, health, dental, and vision insurance. 401k option available after one year of employment. CrossOver does not pay relocation expenses.

How to apply: Email info@crossoverministry.org, with the subject **Pharmacy Aide**

NO PHONE CALLS

Website: www.crossoverministry.org