



## Community Healthcare Center

*Reaching Out To Everyone*

Pharmacy Assistant	
<b>Purpose:</b> Provide pharmacy support to the Pharmacy Director and staff. The goal is to provide quality customer service and accurate record keeping and work product.	
<b>Position type</b>  Direct service volunteer	<b>Commitment Level</b>  4 hour shift 1 shift per week (2 shifts per week max)
<b>Department</b>  Pharmacy	<b>Reports to:</b>  Pharmacy Director

### Responsibilities:

- Affix labels to prescription bottles.
- Maintain records and make copies of returned prescription refills.
- Assist patients by taking in prescription bottles for refills at the customer service window.
- Assist patients by answering the phone.
- Check existing inventory for outdated stock.
- Maintain cleanliness of pharmacy area by vacuuming and dusting shelves.
- Unload freight when received.

### Skill Set

- Accurate and detail oriented.
- Ability to stand for an extended period of time.
- Basic counting ability.

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- Elementary reading, writing and speaking proficiency.
- Ability to stand, kneel and bend over as required to use cleaning equipment.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

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