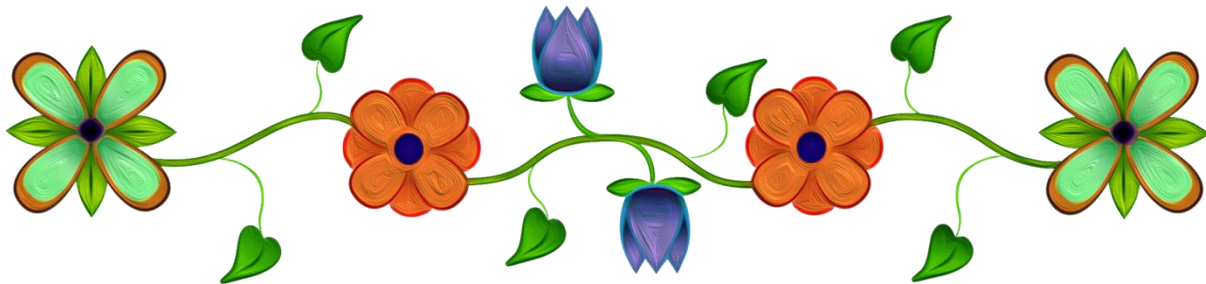


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: LTE Pharmacy Technician

Department: Health & Wellness Center

Hourly Rate: \$13.00

Full Time: LTE (6 Months)

Exempt: No/ Hourly

Supervisor: Lead Pharmacist

Posting Date: Public

Opens: 06/02/2026

Closes: Open Until Filled

Job Summary: The pharmacy technician will assist the pharmacist with the day-to-day activities of the pharmacy.

Essential Duties and Responsibilities include the following. Other Duties as assigned.

The Pharmacy Technician will help patients who are dropping off or picking up prescription orders.

- Will utilize pharmacy software to refill prescriptions.
- Patient registration
- Create a profile of patient's health and insurance information on computer or update patient's profile.
- Will assist pharmacist, under direct supervision, in the practice of the pharmacy, in accordance with local, state, federal and tribal regulations.
- Receive and store incoming supplies.
- Will count stock and enter data into the computer system to maintain inventory records.
- Will assist with labeling and filling prescriptions.
- Prepare pharmacy inventory.
- Will answer the phone.

- Will communicate with prescribers and their agents to obtain refill authorization.
- Will reconstitute oral suspensions.
- Will maintain an awareness of development in the community and pharmaceutical fields that relate to job responsibilities.
- Will maintain knowledge of loss prevention techniques.
- Will perform data entry.
- Update clinical pharmacy package for electronic health records.

Cultural Sensitivity: This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements: To perform this job successfully. An individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and/or Experience

- A High School Diploma or equivalent is required, and some post-secondary education is required.
- Must possess knowledge and understanding of medical terminology and calculations. Knowledge of medication brand and generic names.

Preferred Education and/or Experience

- Associate's degree preferred.
- Knowledge of insurance and third-party payment systems. National Certification preferred.

Other Skills and Abilities:

Required:

- This is a required driver position. Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Above average computer skills.
- Excellent customer service skills.
- Excellent oral and written communication skills.

Background Check:

This position is contingent on the required ability to pass a BRHWC background check. This position requires a valid driver license, to meet eligibility for tribal insurance.

Language Skills:

- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

- Good typing skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties.

Work Environment: : The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate.

Additional Requirements Successful completion of a background check. Compliance with tribal polices, codes of conduct and employee health standards including immunization requirements.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

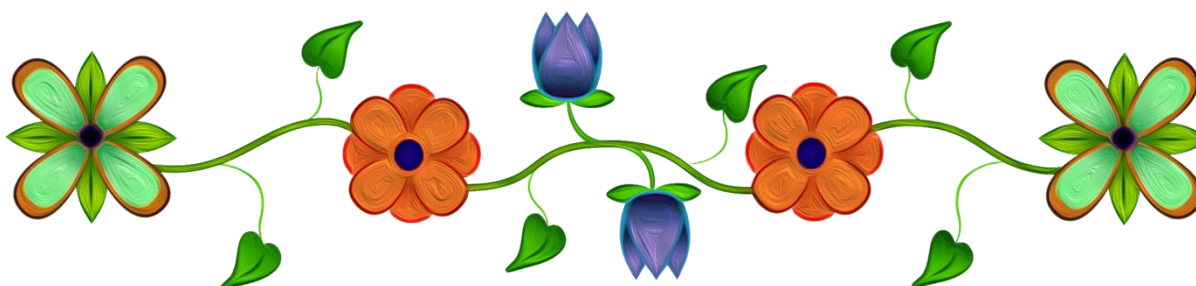
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

a.connors@badriverhwc.com

darcie.powless@badriverhwc.com