



## **MATTHEW 25 HEALTH AND DENTAL CLINIC**

### **Pharmacy Technician**

#### **COMPANY**

Our Mission: We are inspired by the Gospel to provide free primary healthcare services to uninsured, low-income residents in Northeast Indiana and Northwest Ohio.

Matthew 25 is the only full-time clinic in Allen County offering free medical, dental, and prescription services. Matthew 25 is a volunteer-driven health practice that has over 450 volunteers including physicians, dentists, nurses, front desk personnel, phone operators, hygienists, and patient assistance processors. There are approximately 30 staff members.

Matthew 25 receives no governmental monies and depends entirely on gifts from individuals, churches, organizations, and corporations, as well as grants from foundations.

#### **JOB DESCRIPTION**

We have an immediate need for a Pharmacy Technician to prepare medications under the direction of the Medication Dispensary Coordinator. This person may measure, mix, count-out, label, and record amounts and dosages of medications according to prescription orders.

#### **RESPONSIBILITIES**

- Receive written prescription or refill requests and verify that information is complete and accurate.
- Prepack bulk medicines, fill bottles with prescription medications and affix labels.
- Maintain proper storage and security conditions for medications.
- Assist volunteers by answering questions, locating items, and training.
- Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory and inform supervisors of stock needs and shortages.
- Mix pharmaceutical preparations according to written prescriptions.
- Clean and help maintain equipment or work areas according to prescribed methods.

#### **REQUIREMENTS**

- Current Pharmacy Technician License
- Willing to renew licensure every two years
- CPR Certification
- Stay late as needed until the medical clinic is completed
- Work one evening clinic per month

**PREFERRED**

- 1-2 years' experience in a pharmacy or dispensary
- Experience with electronic medical records
- Experience working on a multi-disciplinary team
- Bilingual

**BENEFITS**

- Full-time is considered 40 hours
- Weekends and 9 holidays off
- Paid time off
- Health insurance provided
- 403(b) Qualified Retirement Plan offered
- Office closed Christmas Eve through New Year's Day

**REPORTS TO:** Medication Dispensary Coordinator

**FSLA STATUS:** Non-Exempt

Interested applicants should send cover letter and resume to the Human Resources Director, Samantha Bohnstedt at [sbohnstedt@matthew25online.org](mailto:sbohnstedt@matthew25online.org) or mail to 413 East Jefferson Blvd., Fort Wayne, IN 46802.