



ONGWANADA VACANCY

Ongwanada is committed to improving the quality of life for hundreds of people with developmental disabilities and their families in Kingston and eastern Ontario and is seeking an experienced and highly motivated individual to fill the following position:

PERMANENT FULL TIME CERTIFIED PHARMACY TECHNICIAN

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| File No: | MNU-17-17 |
| Date Posted: | December 1, 2017 |
| Closing Date: | December 8, 2017 |
| Location: | Ongwanada Resource Centre |
| Dates of Vacancy: | December 18, 2017. |
| Hours of Work: | 35 hours per week |
| Wage: | <u>Hourly:</u> \$23.58-\$25.27 <u>Annually:</u> \$42,916.-\$45,991. |

POSITION:

To provide clerical, technical and dispensing assistance under the direct supervision of a Pharmacist.

DUTIES AND RESPONSIBILITIES:

- Performs clerical duties within the pharmacy department;
- Preparing monthly Medication Administration Records (MAR) for any client requiring such;
- Ordering, receiving/unpacking goods, checking purchase order/packing slip noting discrepancies;
- Pricing all incoming items and maintaining company price lists and catalogues;
- Using Beacon system removes expiring products from inventory; Updating software when necessary;
- Complying with Federal and Provincial regulatory by-laws, standards of practice, policies and guidelines, practice expectations and Ongwanada policies and procedures;
- Collaborates with Pharmacist in release of pharmaceutical product to the correct patient or patients' agent;
- Performs other related duties as required.

**** For the complete position description please contact Human Resources through careers@ongwanada.com**

QUALIFICATIONS, SKILLS & KNOWLEDGE REQUIRED:

- Graduate of a pharmacy technician program from Private Career College or Community College or on the job trained, with sufficient years of experience. Registration with the College of Ontario Pharmacists.
- Good oral and written skills, displaying accuracy, precision, and dependability.

Les candidats bilingues sont fortement encouragés à soumettre leur candidature.

Please submit a **Cover letter and Resume** quoting file number by the noted closing date to:

Human Resource Generalist-Human Resources
Ongwanada
191 Portsmouth Avenue
Kingston, ON K7M 8A6
Fax (613) 548-8135
Email: careers@ongwanada.com