



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-013  
JEMEZ HEALTH & HUMAN SERVICES  
SUPERVISORY PHARMACIST

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<b>Position Title:</b>	Supervisory Pharmacist	<b>Pay Level:</b>	\$137,242.22-\$205,863.34
<b>Position Open Date:</b>	2/21/2025-Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Medical Director		

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**POSITION SUMMARY:**

Responsible for providing ambulatory clinical pharmacy services related to the operation of the pharmacy department at the Jemez Health Center; supervises pharmacists and pharmacy technicians and oversees daily activities related to procurement, processing, adjudicating, filing and dispensing prescriptions. Manages all provisions of pharmacy operations.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Graduation from an accredited school of Pharmacy; AND five (5) years of professional experience as a Pharmacist; AND two (2) years of recent pharmacy management experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Valid license from any State or the District of Columbia to practice as a pharmacist.  
CPR/first aid certification within sixth days of hire.

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Plans, organizes, administers, coordinates reviews and evaluates the work of assigned staff.
- Makes effective recommendations regarding selection of staff; provides for training and professional development of staff; administers discipline as required.
- Assists in developing and implementing goals, objectives, policies, procedures and work standards for the unit; prepares and administers the unit's budget.
- Provides and manages direct patient care, including patient medication reconciliation, evaluations, assessments, and treatment to the extend of licensure and training.
- Coordinates and participates in health promotion, education and prevention programs.
- Formulates, implements, coordinates and supervises pharmacy services within the Jemez Health Center; responsible for drug selection (formulary) and procurement.
- Oversees organization-wide pharmacy management software packages and data analytics programs that include but not limited to patient data tracking and third party billing capacities and interfaces; produces reports reflecting prescription volume, generated revenue, drug utilization and other management tools to assess program performance; assures that pharmacy staff are trained to use the system.
- Ensure pharmacy compliance with HRSA and AAAHC standards.
- Work with administrative staff to prepare for and participate in site visits.
- Directly organizes, and documents organization-wide Pharmacy and Therapeutics Committee meetings with medical staff; participates in continuous quality improvement activities including but not limited to accreditation studies, chart audits, continuous drug therapy monitoring, medication histories, utilization reviews, and membership on other standing committees.
- Collaborates with medical staff to optimize pharmaceutical management of patients.
- Responsible for all aspects of revenue generation; participates in a team effort with relevant JHHS staff to maximize revenue and cooperates with initiatives of Administration and the Billing Office to enhance the billing collection and accounts receivable process; negotiates contracts with pharmacy payers as indicated for approval by Administration and manages executed contracts.
- Maintains compliance standards for AAAHC (Accreditation Association of Ambulatory Health Care) by performing monthly clinic walk-throughs to verify expiry dates of dental materials and checking for possible clinic safety issues.
- Provides monthly reports of clinic activities to the Director of JHHS.

- Documents pharmaceutical care actions in resource and patient management system/electronic health record.
- Provides specialized expertise in proper dosing and treatment regimens of narrow therapeutic agents.
- Inspects pharmacy inventory for cleanliness, expiration, stock levels, deterioration, and utilization.
- Participates in community health programs regarding drug abuse, poison prevention, proper medication use, and chronic disease state management.
- Identifies deficiencies and make recommendations to modify treatment procedures, and guidelines to improve pharmaceutical care.
- Enhance professional development through participation in educational programs, meetings, and workshops.
- Oversees ordering/receiving/filling/perpetual inventory of controlled substances.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

**REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Theories, principles, practices, and techniques of ambulatory care pharmacy to provide direct patient care.
- Physical and chemical properties and characteristics of substances, therapeutic action of drugs, and principles of biological, chemical, pharmacological, and biopharmaceutical sciences.
- Pharmacokinetic drug dosing to achieve therapeutic dosing and disseminating pharmacological and toxicological dosing recommendations to medical providers.
- Planning, monitoring, and evaluating pharmaceutical care in clinical settings.
- Pharmaceutical accreditation standards, IHS policies and procedures including RPMS/HER/
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Pharmacy specific software applications.

Skill in:

- Adhering to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Maintaining quality, safety, and infection control standards.
- Observing, assessing and recording symptoms, reactions and progress.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using software applications related to duties.
- Using tact, discretion and prudence in dealing with customers and co-workers.
- Cultural sensitivity and competency.

- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**