



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-020  
JEMEZ HEALTH & HUMAN SERVICES  
STAFF PHARMACIST

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|----------------------------|------------------------|------------------------|---------------------------|
| <b>Position Title:</b>     | Staff Pharmacist       | <b>Pay Level:</b>      | \$113,530.90-\$170,296.34 |
| <b>Position Open Date:</b> | 3/13/2025-Until Filled | <b>Classification:</b> | Exempt                    |
| <b>Position Status:</b>    | Full-Time              | <b>Location:</b>       | Health & Human Services   |
| <b>Supervisor:</b>         | Supervisory Pharmacist |                        |                           |

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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 pharmacy technicians and coordinates daily activities related to procurement, processing, adjudicating, filling and dispensing prescriptions.

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 two (2) years of professional experience as a Pharmacist.

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

New Mexico Driver's License  
Background Investigation  
Valid license from any State or the District of Columbia  
CPR certification within six (6) months of date of employment

## **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 in over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Provides specialized pharmaceutical services to improve drug utilization and therapeutic outcomes by way of advising medical providers on the pharmacologic, toxicological, pharmacokinetic, and pharmacodynamics attributes of pharmaceutical care.
- Coordinates activities assigned to pharmacy technicians engaging in the preparation, labeling, and delivery of pharmaceutical and non-pharmaceutical preparations in accordance with medical provider's medication orders.
- Ensures compliance with federal, state, and local rules regulations concerning medication dispensation and maintenance of medication records.
- Formulates, implements, coordinates, and supervises pharmacy-related activities delegated by the supervisory pharmacist.
- Enforces pharmacy policies and procedures, administrative policies, and directives and procedures.
- Conducts and evaluates medication histories; assesses compliance; recommends modifications as to achieve desired outcomes; instructs patients on proper medication utilization; participates in multidisciplinary teams to provide patient care from the pharmaceutical perspective.
- Provides patient education regarding pharmaceutical care and health promotion.
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- Provides consultation to clinic medical staff regarding pharmaceutical treatment, therapeutic appropriateness, allergies, drug interactions, precautions, and contraindications.
- Provides information on productivity, staffing and equipment requirements.
- Informs supervisory pharmacist of controversial or potentially controversial pharmacy-related concerns.
- Resolves issues in regard to pharmacologic, toxicological, pharmacokinetic, and pharmacodynamics attributes of pharmaceutical care.
- Interprets medication orders and dispense products based on professional judgment and best pharmacy practice procedures.
- Reviews patient health records for therapeutic appropriateness, allergies, drug interactions, precautions, and contraindications.
- Notifies medical providers concerning discrepancies, safety, and/or any other concerns deemed necessary and proper to facilitate delivering pharmaceutical care.

- 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, expirations, 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.
- Enhances professional development through participation in educational programs, meetings, and workshops.
- Coordinates 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.
- Maintain 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 manners.
- Preparing clear and concise reports, records or work and other written materials.
- Using software applications related to duties.
- Using tact, discretion, and prudence in dealing with customers and staff.

- 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**