



Position: Assistant Pharmacist-in-Charge
Program: Health and Mental Health Services
Reports to: Pharmacist-in-Charge
Salary: 135,000/ yr
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan.

JOB SUMMARY: Under the direction of the Pharmacist-in-Charge (PIC), the Assistant Pharmacist-in-Charge will directly supervise pharmacists. The Assistant Pharmacist-in-Charge serves as the PIC in their absence. This position also performs all functions of a pharmacist as needed.

ESSENTIAL FUNCTIONS:

- 1) Directly supervises all pharmacists including scheduling, team building, performance management, etc.;
- 2) Monitor, analyze and make recommendations on pharmacy regulatory issues;
- 3) Budget development: monitor, analyze, identify and report financial trends to ensure meeting targeted goals;
- 4) Works with the PIC to ensure that pharmacists complete all CEU requirements and receive appropriate ongoing clinical training;
- 5) Ensures that all pharmacists are properly trained in the operating systems, customer service, quality management, medication safety, laws and regulations, and other areas as needed to ensure high quality services;
- 6) Works closely with schools of pharmacy to develop and oversee pharmacist educational program including direct supervision of Pharmacy Resident, Pharmacy Interns and other students as their activities relate to the function of the pharmacy;
- 7) Acts as PIC in their absence;
- 8) Coordinates with the PIC in the development of new pharmacy policy, programs and quality improvements;
- 9) Assists the Pharmacy Operations Manager with the implementation of new pharmacy policy, processes and quality improvements;
- 10) Communicates workflow, space and systems needs, to meet pharmacist operational requirements, to the Pharmacy Operations Manager;
- 11) Coordinates with the Pharmacy Operations Manager as required in the areas of reporting and maintenance of information systems;
- 12) Manages and maintains the "Monthly Refill Manager Program" for "priority patients";
- 13) Manages the initiation and maintenance of the Medication Therapy Management Program, including supervising pharmacists and staff in participation of the program, scheduling pharmacists and patients;
- 14) Reviews end-of-day reports to verify correct use of the 340b inventory and billing code modifiers and communicates results to the Pharmacy Operations Manager as well as various audit reports supplied by finance in conjunction with the Pharmacy Financial Biller;
- 15) Communicates any daily special order requirements for medications and/or supplies to the Pharmacy Operations Manager;
- 16) In conjunction with the PIC, ensures that all required pharmacy retail licensure is maintained as per law;
- 17) Communicates with the Pharmacy Operations Manager with record retention and physical inventory;
- 18) Participates in pharmacy quality management program;
- 19) Serves as the initial contact for resolving customer complaints;
- 20) Orders narcotics and maintains related records as required by the California State Board of Pharmacy and the Drug Enforcement Agency;
- 21) Participates in staff meetings, planning meetings and in-service trainings;
- 22) Ability to perform all functions of a staff pharmacist;
- 23) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Doctor of Pharmacy degree from an accredited college of pharmacy;
- 2) Current licensure to practice pharmacy in the State of California;
- 3) A minimum of three years of previous pharmacy experience required;
- 4) Two years of management experience preferred;
- 5) Ability to work evenings and weekends;
- 6) Background and knowledge of HIV/AIDS and their drugs and pharmacology;
- 7) Excellent verbal and written communication skills;
- 8) Excellent computer skills and knowledge of pharmacy, word processing, database operations, spreadsheets, and other software systems; knowledge of QS1 preferred;
- 9) Bilingual is a plus (English/Spanish preferred);
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 11) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028