



**Position:** Pharmacist  
**Program:** Health Services  
**Reports to:** Chief Pharmacist  
**Salary:** \$53.00/hr  
**Status:** 100% Full-Time, Non-exempt, Union  
**Probation:** 90 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan.

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**JOB SUMMARY:**

Perform professional and clinical duties in the dispensing of medications to patients and clinic

**ESSENTIAL FUNCTIONS:**

- 1) Prepares, fills, and compounds (when Necessary) prescriptions as ordered by physicians and other authorized personnel as provided for by California Law;
- 2) Stores and preserves medications and vaccines as appropriate;
- 3) Checks incoming shipments of pharmacy supplies and medications and arranges for their storage;
- 4) Charges patients of their 3<sup>rd</sup> party payer for dispensed medications;
- 5) Removal of outdated drugs from the pharmacy and clinic stocks;
- 6) Distribution of clinic stock supplies of medications;
- 7) Oversees and coordinates the work of pharmacy technicians in the functions detailed in #'s 1, 2, 3, 4, 5 & 6, as well as other duties as described in the job functions of the pharmacy technicians and as allowed by California Law;
- 8) Oversees as coordinates the work of the pharmacy clerks in the functions as outlined in the job description of the pharmacy clerks as allowed by California Law;
- 9) Participates in in-service training (includes both presentation of in-services and attendance at the presentation of others providing in-services;
- 10) Provide drug information to clinic personnel and medical staff;
- 11) Participate in staff meetings, planning meetings and other meetings as needed;
- 12) Perform other duties as needed and directed by clinic administrator or the Chief Pharmacist;

**JOB QUALIFICATIONS:**

- 1) A minimum of one year of previous retail or ambulatory clinic pharmacy experience;
- 2) Background and knowledge of HIV/AIDS and their drugs and pharmacology;
- 3) Excellent verbal and written communication skills;
- 4) Good computer skills and knowledge of word processing, database operations, spreadsheets, and other software systems;
- 5) A minimum of a Bachelor of Science in pharmacy from an accredited college of pharmacy;
- 6) Current licensure to practice pharmacy in the State of California;
- 7) 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;
- 8) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people.
- 9) 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.

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E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028