

Medication Coordinator

Summary

Health Brigade is seeking a part time Medication Coordinator to join our dynamic, diverse and progressive medical clinic team. The ideal candidate will manage and coordinate all aspects of our patient medication assistance programs. This includes directly managing volunteers, working directly with patients and managing the coordination, screening, processing and dispensing of medications that improve the overall health and well-being of our patients.

Primary Function/General Purpose of Position

The Medication Coordinator will work in the Medical Clinic with Clinic staff and all volunteers to assist patients with their medication needs.

Employment Qualifications

- Pharmacy Technician training preferred
- Must complete TPC training within 30 days of employment
- Experience in social services or medical setting required.
- HS Diploma, some college preferred
- Spanish language proficiency a plus.
- Strong written, verbal and electronic communication skills
- Proficient computer skills including Windows based office technologies (ex. Word, Excel), e-mail
- Highly organized and attentive to detail
- Ability to multi-task

Job Responsibilities

- Manage all facets of The Pharmacy Connection (TPC) Program and The Community Pharmacy Program (RX Partnership through Crossover)
 - Documenting processes in the TPC database.
 - Coordinating and verifying patient assistance program (PAP) applications.
 - Processing and organizing all medications in TPC and ensuring they are ready for patient pick up.
 - Communicating with patients and providers on medication orders, additional paperwork if required and medication pick up
 - Managing HB's supply of contraceptives and IUDs
 - Coordinating medication orders and refills from Crossover Community Pharmacy.
- Provide medical providers and patients with education regarding pharmacy options; patient navigation where needed.
- Complete registration visits to ensure that prospective and current patients qualify to receive services at Health Brigade.
- Oversee Medication Assistance Program Volunteers
- Be sure all pharmaceutical assistance policies are followed to provide efficient care to patients.
- Assist medical clinic staff as needed.
- All other duties as assigned.

Please send cover letter and resume to Polly Foster at pfoster@healthbrigade.org.
No calls please. Health Brigade is an equal opportunity/affirmative action employer.