

CHARLOTTESVILLE FREE CLINIC

Pharmacy Manager

POSITION DESCRIPTION

The Charlottesville Free Clinic believes that no one should be forced to decide between filling their prescriptions and buying groceries for their family due to lack of insurance. For 30 years, the Charlottesville Free Clinic has been an open door to free, high-quality healthcare for thousands of working, uninsured and underinsured adults in our community.

As Pharmacy Manager, you will model the values of the nonprofit Charlottesville Free Clinic and demonstrate genuine, authentic care for our patients. In addition to leading and directing your pharmacy staff, volunteers and interns, you will be accountable for the management, oversight and operation of all aspects of the Free Clinic's on-site pharmacy. This includes patient safety, regulatory compliance, quality assurance and customer service.

This is a full-time, exempt position. The Pharmacy Manager reports to the Director of Medical Clinic Operations and collaborates with our Pharmacist in Charge.

JOB DUTIES:

- Manage your team's workflow to maximum effectiveness and efficiency.
- Motivate, inspire and support your team by balancing job duties, maximizing individuals' strengths, and decreasing knowledge gaps.
- Maintain the formulary. Consult regularly with Medical Advisory Committee of the Board of Directors regarding changes to formulary.
- Recruit, train, and schedule volunteer pharmacists, pharmacy technicians and interns.
- Manage staff and volunteer pharmacists, pharm techs and interns to ensure all prescriptions are filled accurately and expeditiously.
- Oversee the Free Clinic's Pharmacy Technician Certification Program.
- Working with the Pharmacist-in-Charge, assure the pharmacy operates within all legally required guidelines.
- Ensure timely submission of all required reporting, to internal and external audiences.
- Maximize the number of donated medications and ensure effective utilization of donated medication programs.
- Assure that all Pharmacy Techs achieve and maintain necessary certification and keep appropriate documentation.

- Keep current in national trends. Look for opportunities to innovate.
- Collect and record income verification documentation from patients via eligibility screening appointments.
- Develop opportunities to interact and collaborate with colleagues from across the organization, including our Medical Clinic and Dental Clinic.
- Maintain multiple computer software platforms.
- Keep pharmacy clean and organized.
- Other duties as assigned.

QUALIFICATIONS:

- PTCB or ExCPT certification from the Virginia Pharmacy Board required.
- Minimum 1 year of community or hospital pharmacy experience preferred.
- Experience with electronic medical records preferred.
- Conversational Spanish is beneficial, but not required.
- Interest and aptitude in systems, critical thinking and problem-solving.
- Supervisory and/or volunteer management experience preferred.
- Ability to manage a large, dynamic pool of volunteers with professionalism and flexibility.
- Commitment to confidentiality.
- Commitment to collaboration.
- Commitment to customer service.
- Sensitivity to the needs of the working uninsured population served by the Free Clinic.

WORKING CONDITIONS:

The Charlottesville Free Clinic is a highly dynamic work environment. Our business model relies on a streamlined staff, surrounded by a robust cadre of volunteer licensed professionals who donate their time and expertise to serving our patients. Our volunteers are highly dedicated to our mission, and you will oversee their recruitment, training, and their work while volunteering with us.

Your workweek will combine daytime hours in addition to some evening hours, in order to accommodate our evening medical clinic schedule.

Working in the Free Clinic's pharmacy brings many perks, including the satisfaction of providing critical health care to our neighbors in need. In addition, our pharmacy handles only non-controlled medications, and we do not bill insurance. Across the organization, we are a staff of roughly 20 medical and non-medical professionals, with diverse backgrounds and interests.

To apply: send cover letter, resume and three references to susan@cvillefreeclinic.org.