Pharmacy of Grace is a 501(c)(3) charitable pharmacy with a vision for all people, regardless of age, race, national origin, ethnicity, gender, religion, disability, or sexual orientation, to have affordable and sustainable access to prescription medications and pharmacy services that optimize health in our community. Most of all, we will provide hope, often at very dark times.

The mission of Pharmacy of Grace (POG) is to improve access to prescription medication for uninsured and underinsured individuals and to increase the number of prescription medications, many times at no cost, available to vulnerable populations in Kansas.

**Job Title: Bilingual Pharmacy Technician & Hospitality Clerk**

**Reports To:** Pharmacy Operations Manager
**FLSA Status:** Full Time

**Position Summary:**

Pharmacy of Grace, a 501(c)(3) charitable pharmacy, is seeking a **Bilingual Pharmacy Technician & Hospitality Clerk** to join our mission-driven team. This role combines pharmacy technical functions with patient hospitality services to provide compassionate, high-quality care to uninsured and underinsured individuals in Kansas. The ideal candidate is reliable, hard-working, empathetic, and eager to make a difference in the community.

**General Job Responsibilities:**

***Pharmacy Technician Duties:***

* Perform all technical aspects of prescription processing, including data entry, filling, pulling, stocking, and billing.
* Communicate in person and via phone with patients regarding their medication needs.
* Optimize inventory ordering, manage medication expiration, and ensure compliance with safe medicine procedures.
* Train and support pharmacy volunteers and technicians.
* Handle inbound and outbound calls with healthcare providers and pharmacies.
* Complete end-of-day checklists and ensure operational efficiency.

***Hospitality Clerk Duties:***

* Responsible for the customer service of a pharmacy, which includes receiving patient requests and resolving patient problems and concerns, referring to the pharmacist when necessary
* Greet and assist patients, ensuring they feel welcomed and supported.
* Guide patients through the pharmacy’s services, including medication assistance qualification.
* Data entry for patient profiles and financial documentation.
* Triage patient inquiries and direct them to the appropriate staff.
* Maintain HIPAA compliance and uphold patient confidentiality.

**Requirements:**

* **Bilingual in English and Spanish.**
* **Must be a registered pharmacy technician in the state of Kansas.**
* High school graduate or equivalent.
* Excellent interpersonal, written, and oral communication skills.
* Strong organizational skills and attention to detail.
* Ability to work effectively in a diverse and collaborative team.
* Proficient in Microsoft Office and general computer navigation.
* Understanding of Medicaid, Medicare Part D, and third-party billing processes.
* Presents a warm, friendly, and empathetic atmosphere to patients using active listening techniques.

**Preferred Qualifications:**

* **3+ years of experience as a pharmacy technician in a community pharmacy or clinical practice.**

**Benefits:**

* Full-time position with competitive pay.
* 401(k) retirement plan.
* Medical benefits.
* Opportunity to make a meaningful impact in the community.
* Collaborative and mission-driven work environment.
* Potential for professional growth and development.

Resumes and cover letters can be sent to: Info@pharmacyofgrace.org

Join **Pharmacy of Grace** and be part of a team that provides **hope and healing** through accessible pharmacy services!