



Burke Job Posting / Job Description

Position Title

Pharmacy Manager – M.T. – East Texas Behavioral Healthcare Network (ETBHN)
Lufkin, TX

Position Number

P #1311

General Description

The Pharmacy Manager is responsible for general management of ETBHN Pharmacy operations, to include supervision duties of the ETBHN pharmacy staff. Pharmacy staff include: Pharmacists, Pharmacy Technicians, Shipping Department and the Patient Assistant Prescription (PAP) Program and staff. Capable of assessing needs and formulating solutions to meet program needs with a minimum of supervision. Excellent phone skills are required. Must interact effectively with the administrative and pharmacy staff to ensure all program standards are in compliance, and must be capable of assessing needs and formulating solutions to meet pharmacy needs with a minimum of supervision. Position is based in Lufkin, Texas, in the East Texas Behavioral Healthcare Network (ETBHN) Program. This position reports to the ETBHN Director of Pharmacy. Good verbal and written communication skills are a must. Travel may be required on an as-needed basis.

Education/Experience

Required: Bachelor's degree from an accredited school with at least one year of management experience or high school diploma or equivalent with at least five years of management experience.

Licenses/Certifications

Required: Valid Texas driver's license
Preferred: Pharmacy Technician license

Physical Requirements

Required: Must have visual and auditory skills to type efficiently and utilize computer and calculator. Must be able to sit for long periods of time throughout the workday. Sight, hearing, talking, lifting up to 50 pounds, walking, driving vehicle, and hand/finger dexterity are needed skills.

Hours

Monday – Friday; 8:00 am– 5:00 pm

Salary

\$45,000 - \$55,000 annually, depending on education and experience.

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.