

T E A S D A L E

A P O T H E C A R Y Co.

We're hiring a Pharmacy Assistant

\$ Starting at \$21.50

Type of Employment: Permanent, Part-Time

Location: 65 Beech Hill Rd., Antigonish NS

Starting: early January; as soon as possible

Deadline to apply: Friday, Dec20th 2024

GROW YOUR CAREER WITH US.

 www.teasdaleapothecary.com

 @teasdaleapothecaryco

 @teasdale_apothecary_co



ABOUT THE COMPANY

At Teasdale Apothecary Co., health is our passion - and that includes healthy people, healthy communities and a healthy planet. We are a full-service compounding and community pharmacy and a one-stop-shop for low-waste household and personal care products. We are an independent and locally owned & operated pharmacy in beautiful Antigonish, Nova Scotia that prides ourselves on being a patient-focused community healthcare space and a fun, creative and inclusive workplace. You can learn a little more about us by visiting our website at: <https://www.teasdaleapothecary.com/the-apothecary>

OUR COMMUNITY

Antigonish, often referred to as the highland heart of Nova Scotia, is a small town nestled in the northeastern part of the province. Featuring the beautiful campus of St. Francis Xavier University, Antigonish town and surrounding area combines the peacefulness of small-town living with the bustle of a thriving community. You'll find a multitude of local shops, galleries, culinary experiences and microbreweries as well as a vibrant Farmer's Market every Saturday morning. Take a short drive out of town and you'll find beautiful provincial parks, rolling coastlines and breathtaking beaches. We love it here. You will too.

POSITION OVERVIEW

Pharmacy Assistants are critical to providing patients with a welcoming, one-of-a-kind pharmacy experience. They embody the values of the organization, understand and practice sustainability and contribute to a space that is inclusive and inviting for everyone. Their main role is to provide excellent patient-centered care by assisting pharmacists in the preparation and dispensing of medications while providing excellent customer service. Pharmacy operating hours are Monday-Friday, 9am-6pm and Saturdays 9am-2pm. Shifts are scheduled within those hours.

The ideal candidate for this position has a desire to work in a retail pharmacy setting, a passion for clinical services and practices patient-care from an anti-oppressive, person-first approach.

GENERAL OUTLINE OF DUTIES

Patient-Focused Services:

- greet in-person customers promptly and professionally and provide relevant assistance
- answer telephone using appropriate telephone etiquette at all times
- collect all relevant patient information
- refer all clinical inquiries to the pharmacist (ie. those related to medication purpose, use and recommendations; diseases and conditions, etc.)
- process customer transactions and accept payment for prescriptions and front store items on POS system.
- adhere to all confidentiality and privacy requirements put in place by the Nova Scotia College of Pharmacists.
- provide prescription delivery services to residential and commercial addresses (company vehicle provided)
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Workflow & Operations:

- input prescription information into computer system efficiently and accurately.
- contact physicians 'offices as needed and maintain all relevant documentation
- contact third party insurance providers to resolve any insurance issues.
- efficiently count or measure, package, and label prescriptions.
- prepare a variety of non-sterile compounded medications following proper protocols.
- identify patients who are candidates for pharmacy services and provide administrative support to the pharmacist.
- assist in daily medication ordering from wholesaler.
- assist in inventory management including returning expired medication, and completing regular inventory counts.
- put away received pharmacy inventory in appropriate location in accordance with established workflow
- package medications into blister/compliance packages as needed.
- contribute to the cleanliness, tidiness and professional appearance of Apothecary spaces
- other duties as required

WE'RE ON A MISSION...

to provide
quality and
compassionate pharmacy
services, tailored to the
unique needs of the
individuals, families and
healthcare partners we
serve

to offer
high-quality, low-waste
choices for household and
personal care products

to inspire
health and well-being for
our customers, our
community and our planet

AND WE...

admire boldness

cultivate creativity

encourage curiosity

act sustainably

celebrate differences

embrace simplicity

lead with integrity

...ALWAYS.

ELIGIBILITY / QUALIFICATIONS

Experience working in a retail pharmacy or health setting is preferred but not required. 1-2 years of customer service with transferrable skills and a knack for utilizing progressive technology and software is also welcome.

PHYSICAL DEMANDS

This position requires standing for long periods of time and occasional lifting (up to 50lbs)

SKILLS, EXPERIENCE & ATTRIBUTES – these are ideal criteria that we'd like to see. If any of these apply to you, let us know – if not, you'll have opportunities to develop them on the job.

- previous experience in retail pharmacy is preferred
- experience with Kroll is an asset
- experience with compounding and/or a desire to learn
- excellent interpersonal skills; approachable and friendly
- capable of communicating regularly and openly with team members in a professional and personable manner
- attention to detail and willingness to do repetitive tasks
- ability to multitask and manage time wisely.
- ability to work independently or as a team member in a fast-paced environment
- class 5 Drivers license and clean drivers abstract required
- interest in community connection and health promotion
- candidates in this position should be conscious of their impact on the environment and support the values of the company related to waste reduction

WHY US?

In a nutshell - we're a fun and flexible workplace that values a healthy work / life balance. In 2023 we were awarded the Pharmacy Association of Nova Scotia's (PANS) "BEST TEAM EVER" award, as voted on by our community! You'll enjoy a casual environment, health and wellness time, professional development opportunities, casual dress code, flexible schedule options, and a 20% employee discount.

We're committed to creating an inclusive, equitable, and accessible workplace, reflective of the diverse community we serve – a place where every team member feels valued, respected and supported. We encourage all qualified applicants who self-identify as Indigenous, Black/African Nova Scotian, Persons of Colour, Foreign Nationals/Newcomers, Persons with Disabilities, 2SLGBTQIA+ to apply and self-identify. If we can make this easier through accommodation in the recruitment process, please contact us.



TO APPLY:

Send us a resume and cover letter to hello@teasdaleapothecary.com. Please use subject line:
Pharmacy Assistant Dec 2024