



# Mental Health Center of Denver

Enriching lives and minds by focusing on strengths and recovery

## Job Announcement

**Job Title:** Pharmacy Technician  
**Reference #:** 1350  
**Facility:** 4353 E. Colfax  
**Salary:** Based on experience  
**Date Posted:** 1/6/12  
**Status:** Hourly  
**Hours:** 8am-5pm

**Position Summary:** Performs a variety of duties to assist Pharmacist in Pharmacy.

### Essential Job Functions

1. Mixes pharmaceutical preparations, labels and fills bottles with prescribed tablets and capsules.
2. Enters prescription information into pharmacy computer system.
3. Assists Pharmacist to prepare and dispense medication.
4. Receives and stores incoming supplies.
5. Assists in maintaining inventory records.
6. Maintains records of medication and equipment dispensed to patient, computes charges, and enters data into computer.
7. Cleans equipment and sterilizes glassware according to prescribed methods.
8. Maintains all daily pharmacy records, as directed.
9. Assists in stocking shelves, checking prices and maintaining inventory.

### Job Requirements

**Education:** H.S. Diploma. Pharmacy Technician Certification preferred.

**Experience:** 1 year as a Pharmacy Technician.

**Skills:** Good communication skills. Must have basic computer skills.