

**FamilyCare, Inc.** is a Medicaid and Medicare managed healthcare organization based in Portland, Oregon. We embody our mission statement--**Creating Healthy Individuals through Innovative Systems**--in everything we do. Our dedication to customer service has earned us an outstanding reputation in the Northwest healthcare industry.

We believe that in order to build on our 25+ year tradition of success, we must continue to seek out and attract talented individuals. We offer a challenging work environment with opportunities for growth and development. Communication is encouraged, and excellence is rewarded. **FamilyCare offers a competitive benefits package which includes health, dental, and vision insurance as well as a 401k plan and 4 weeks annual PTO.**

FamilyCare, Inc. is seeking a part-time (.6 FTE) **Pharmacy Technician I** who will be accountable for the following:

- Lead by example in a manner that positively reflects on the Company.
- Own and complete work with minimal supervision and complete projects and tasks within deadlines.
- Share information in a timely manner and remain open to ideas.
- Continue to question “why”, until underlying cause is discovered, avoiding “we’ve always done it this way” reasoning.
- Remain open to ideas offered by others, putting needs of company before individual gain.
- Administer the prior authorization program by reviewing requests and obtaining additional information from providers in order to approve or deny requests.
- Provide support for providers, pharmacies and customer service to clarify prescription benefit coverage processes in an efficient, courteous and professional manner.
- Support pharmacy services strategic priorities.
- Participate in the development/administration of programs designed to enhance the utilization of targeted drugs and the identification of cost saving pharmacy practices.
- Participate in department programs such as fraud and abuse, Medicare and Medicaid regulations, and special assignments.
- Ability to support and lead from the organization’s Mission and Values.
- Ability to handle confidential information in a private, sensitive, and professional manner.
- Ability to establish and maintain effective working relationships with internal staff and community partners.
- Ability to train, coach, and develop staff to accomplish established goals.
- Ability to model and maintain a professional image and demeanor.
- Ability to effectively prioritize and complete work to meet tight business-driven deadlines.
- Excellent verbal/written communication and listening skills.
- Demonstrate strong problem solving and analytical skills.
- Demonstrate intermediate proficiency in MS Office – Word, Excel, and Outlook.
- Demonstrate ability to understand the nature and rationale of data; to analyze and manipulate data in various technical formats to generate information essential to business needs.
- Strong organization, time management and project management skills and multi-tasking abilities.
- Ability to handle detailed work, work with varying types of data and maintain confidentiality.
- Ability to display a courteous, patient, and helpful attitude toward all external customers as well as internal employees.
- Knowledge of applicable state, federal and third party regulations.
- Experience with a third-party prescription program claim adjudication.
- Knowledge of popular brand and generic drug names, managed care principles, and common medical terminology essential.
- Assist with additional pharmacy duties and projects as assigned.
- Support of Utilization Management standards.
- Compliance with Plan and HIPAA Confidentiality Regulation.
- Supports the clinical and daily operational functions of the department including primary responsibility of the medication prior authorization program and PBM oversight.

- Act as a pharmacy benefit resource in support of the Case Managers, Clinical Coordination Department, Medical directors and other departments to assist others in the management of the prescription benefit.
- P&T Committee review and preparation.
- Conduct internal pharmacy training and on-going periodic educational in-services.
- Identify and coordinate referrals to Complex Case Management and Disease Management.
- Collaborate and assist other departments with questions regarding pharmacy related issues.
- Submit and maintain formulary change requests to pharmacy claims processor.
- Assist Pharmacy Manager with formulary database maintenance (Epocrates) and updates to company web site.
- Attend departmental meetings and training sessions.

**Requirements Include:**

- National Pharmacy Technician Certification.
- Oregon Pharmacy Technician License.
- High School Diploma or equivalent.
- 2+ years retail pharmacy and/or managed care pharmacy technician experience.
- One (1)+ years experience to be familiar with managed care setting and practices, prior authorization process and utilization of provided reference tools.
- Knowledge of medical terminology and CPT-4 coding.

FamilyCare is proud to be an equal opportunity, affirmative action employer. To ensure that we continue to hire competent, ethical, and trustworthy individuals, all candidates must successfully complete a thorough background investigation and drug screen prior to receiving any offer of employment from FamilyCare.

To apply, please email your cover letter and resume with salary requirements to: [jobs@familycareinc.org](mailto:jobs@familycareinc.org)