



POSITION TITLE: Pharmacy Delivery Driver

DEPARTMENT: Pharmacy

NATURE OF POSITION: Deliver medications to patients

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent required
- Must be a minimum of 25 years of age
- Good organizational skills with close attention to detail, accuracy, and neatness in work
- Excellent interpersonal skills
- Basic math skills, and typing/computer skills required
- Ability to operate a cash register
- Valid Driver's License
- Clean driving record

RESPONSIBILITIES:

- Provides good customer service by being pleasant and attentive; greeting every customer in a manner that makes the guest feel welcome.
- Maintains a professional appearance and follows The Clinic dress code.
- Demonstrates proper telephone etiquette by stating one's own name, title, and department, and taking accurate notes to clarify key information.
- Works in harmony with others and exhibits a positive attitude.
- Ability to operate the cash register.
- Upholds and abides by patient confidentiality policies and procedures.
- Demonstrates flexibility and willingness to adapt to departmental needs, i.e. Filing, cleaning.
- Supports the basic mission of The Clinic.
- Participates in The Clinic or agency-sponsored staff training events, i.e. Evacuation drills, safety instruction, OSHA training.
- Performs all other duties as assigned.

ORGANIZATION:

- Exhibits enthusiasm, a positive attitude, and professionalism in the workplace
- Handles personal conflict and works through it at the lowest possible level (first with party/parties involved, then if necessary, with 3rd party mediation)
- Displays a friendly manner and is easy to approach
- Maintains a neat, clean, well-groomed, appearance and dresses in accordance with the dress code policy
- Leaves personal problems out of the workplace
- Treats all co-workers with dignity and respect
- Abstains from gossip in the workplace
- Arrives on time and works through designated hours
- Completes tasks effectively, accurately and on time
- Demonstrates little or no absenteeism/follows leave guidelines
- Follows designated line of support
- Display a willingness and flexibility to respond to unusual job-related demands
- Manages time well
- Recognizes and assists others in the work of the department, even though the work may be outside of regular duties
- Shares equally in the workload of the department
- Works cooperatively with all team members and departments
- Works independently requesting assistance from supervisor only as needed
- Abstains from criticizing COFMC, colleagues and supervisors
- Demonstrates loyalty to COFMC, colleagues and supervisors
- Demonstrates support of the mission and vision of COFMC
- Accepts and participates in cross training
- Takes initiative to identify skill development needs
- Performs other duties as assigned