



Medication Dispensary Coordinator

Position Summary

The Medication Dispensary Coordinator is responsible for managing daily dispensary operations, processing prescription medications, maintaining inventory accuracy, generating required reports, and ensuring compliance with clinic, state, and program regulations. This position supports providers and nursing staff by facilitating medication access for patients while maintaining accurate records, safeguarding medication inventory, and adhering to infection control standards.

Pay & Benefits

- Hourly wage, commensurate with experience
- Work 14 hours per week – 5 hours on Tuesdays, 9 hours on Thursdays
- Paid holidays that fall on clinic days

Reporting Structure

- Reports to Clinical Director

Required Qualifications

- High school diploma or equivalent.
- Experience in healthcare, pharmacy, medical office, or inventory management.
- Proficiency with computer systems and data entry.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive patient information.
- Strong organizational and time-management skills.
- Ability to follow written procedures and regulatory requirements.

Preferred Qualifications

- Pharmacy Technician certification or related healthcare certification.
- Experience with pharmacy management software, including QS/1.
- Experience with medication inventory management and reporting.
- Knowledge of pharmaceutical terminology, NDC coding, and medication dispensing processes.

Knowledge, Skills, and Abilities

- Inventory control and recordkeeping.
- Medication dispensing support processes.
- Regulatory compliance and quality assurance.
- Strong communication and collaboration skills.
- Ability to prioritize tasks and meet reporting deadlines. Problem-solving and critical-thinking abilities.

Physical Requirements

- Ability to sit, stand, bending, and walk for extended periods.
- Ability to lift and move medication shipments and inventory supplies up to 25 pounds.
- Manual dexterity sufficient to handle medications, inventory, and computer equipment.
- Ability to read labels, reports, and computer screens accurately.

All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.

Our mission is to inspire hope, health and well-being by providing high quality, culturally competent, free faith-based primary healthcare to underserved and uninsured adults in the Greater Harrisburg Area.

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