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STAFF PHARMACIST

JOB DESCRIPTION

Classification:

Full Time

Reports to:

Chief Operating Officer, Hillary Peckham
White Plains, NY

JOB DESCRIPTION

Objective:

Manage dispensary operations, hire and train dispensary employees, prepare reports on dispensary operations, and set specific department goals. Dispense medical marijuana products, provide patient counseling, and provide medical advice on drug interactions. Pharmacists will be responsible for ensuring the compliance of the entire dispensary with the Department of Health regulations under the Compassionate Care Act. Dispensary General manager will also be responsible for ensuring that all employees work with a 'patient first' mentality.

Essential Functions:

1. Achieve objectives for the dispensary regarding patient satisfaction and efficiency
2. Provide compassionate care to patients, caregivers, and family members regarding the use of medical marijuana products
3. Ensure the dispensary inventory is stocked with appropriate proportions of products to provide an uninterrupted flow of medication to patients.
4. Participate in developing specific policies and procedures
5. Manage, motivate, and encourage dispensary employees
6. Organize, attend, and preside over meetings designed to facilitate dispensary functions or to resolve work place challenges
7. Clearly communicate personal and dispensary goals to board members and upper management
8. Utilize the New York State tracking software to dispense medical marijuana
9. Maintain compliance with the regulations set forth by the Department of Health and Etain Management.
10. Participate in seminars and conferences related to work duties
11. Maintain the cleanliness of the dispensary

Competencies:

JOB DESCRIPTION
STAFF PHARMACIST

Page 2

1. High level of communication skills for directing employees, counseling patients, and for reporting to the upper management and the board of directors
2. Organizational skills related to managing employees, tracking inventory, and anticipating dispensary needs
3. Ability to motivate and encourage employees
4. Ability to maintain a positive work atmosphere with a patient centric focus
5. Drive to seek out additional education both in the field of medical marijuana and work place protocols

Supervisory Responsibilities:

This position has supervisory responsibilities. Staff Pharmacist is responsible for directing all other dispensary employees and for coordination with the manufacturing facility to ensure supply remains uninterrupted.

Work Environment:

This is an office position. Movement throughout the dispensary will be required to preform supervisory activities. This position will primarily operate only within dispensary hours of operation but occasional late nights or early mornings will be required to facilitate deliveries and pickups.

Travel:

This position will not regularly require travel. A Pharmacist will operate out of a single Etain LLC dispensary. Occasional travel to conferences or educational seminars will be required or encouraged.

Education and Experience:

1. New York State Pharmacy License (Required)
2. Completion of the New York State Continuing Medical Education course on Medical Marijuana (Required)
3. 7 years management experience (Preferred)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.