



Pharmacy Services Coordinator

ALFA is hiring a results-oriented Pharmacy Services Coordinator to support our services and work towards our vision of “eliminating stigma and barriers to care for a future free of HIV”. The candidate will join a family-like work team that is passionate about advocating for our clients and reducing health inequities in our service area. ALFA offers a fast paced, inclusive and judgement-free work environment..

Job Summary: Assist clients in obtaining prescription medications affordably, including HIV treatment, biomedical HIV prevention, and HCV treatment medications.

Travel is required for training, conferences, meetings, and client home visits. ALFA is currently limiting work-related travel and most meetings are conducted virtually as a COVID-19 precaution. Some face-to-face interaction with clients is required but will be kept to the minimum necessary and personal protective equipment will be provided by ALFA while the pandemic is ongoing.

This is a full-time position. Regular work hours are 8:30am to 5pm Monday through Friday, but candidates should have the ability and willingness to work outside of regular hours as needed. Remote work may be required on an as-needed basis, with the home office located in Hickory.

Duties

Job duties include, but are not limited to:

- Act as liaison between the agency’s contract pharmacies and clients to resolve issues that could arise preventing the clients from receiving their treatment in a timely manner.
- Assist clients to apply for financial assistance.
- Conduct thorough and highly detailed monthly reviews of contract pharmacies’ activity reports, including identifying errors, communicating with pharmacies to correct ineligible medication fills, and updating internal compliance records accordingly.
- Work collaboratively and develop relationships with pharmacies and other 340B stakeholders.
- Communicate regularly with contract pharmacy staff about complex reporting and compliance matters, including monitoring financial information on monthly reports, and resolving discrepancies.
- Ensure that pharmacy services policies and procedures follow current organizational practices and are in accordance with current state, federal, and system program requirements.
- Advise staff as-needed regarding treatment referrals based on evaluation of clients’ unique needs.
- Other duties as assigned.



Requirements

- BA or BS in a relevant field; or
- Associate Degree with 2 years of experience in a relevant field; or
- 4 years experience in pharmacy, 340B, case management, or relevant fields; or
- Other equivalent combinations of relevant education and experience.
- Completed covid-19 vaccination series

Additional Requirements

- Knowledge of 340B program rules and regulations, with Apexus 340B University OnDemand completion certificate required and Apexus Advanced 340B Operations Certification preferred
- Knowledge of medication assistance programs
- Knowledge of biomedical HIV prevention and care strategies, including PrEP & PEP, and Hepatitis C treatment basics
- Proficiency with computers, including Microsoft Office (extensive Excel and Word experience required, familiarity with PowerPoint preferred), Google Drive, Gmail, and data entry/analysis/tracking
- Experience with auditing, accounting, and/or programmatic compliance
- High level of precision and attention to detail
- Exceptional written and verbal communication, specifically the ability to communicate with stakeholders diplomatically and clearly about complex issues
- High level of initiative and creativity
- Flexibility to perform all functions within the department, including providing client-facing services when needed
- Team player with ability to work independently with minimal supervision
- Respectful interaction with diverse populations and marginalized communities, including people who use substances
- Ability and willingness to work under challenging situations
- Knowledge of HIPAA
- Ability to prioritize and multitask
- Ability and willingness to work remotely as-needed, requiring internet access at home
- Valid driver's license, vehicle liability coverage, and use of reliable personal vehicle during scheduled work hours
- Bilingual English/Spanish, preferred but not required
- Public speaking experience, preferred but not required
- Candidates should have the ability to work among clients with different backgrounds and minorities.



Physical Requirements

- Must be willing and able to spend long periods of time in stationary position working at a computer
- Must be able to lift at least 25 pounds

Compensation

- Generous Health & Dental Insurance
- Life Insurance
- Paid Holidays
- PTO/Vacations
- Retirement Savings Plan with Employer Contributions
- Salary Range \$18.27 to 26.44 USD/Hour

This position is non-exempt from overtime compensation.

Non-Discrimination Statement:

ALFA is an equal opportunity employer. We strive to foster a workplace that supports and amplifies a diverse array of voices and experiences. We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people living with HIV, and veterans to apply.

Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any status protected under local, state or federal laws.

To Apply:

For consideration for this position, please submit a resume and cover letter detailing your interest in ALFA and this position, including “Pharmacy Services Coordinator” in the subject line, to: employment@ALFAinfo.org

Please note that due to the high volume of applications, we cannot respond to all correspondence received.

