



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## PHARMACIST (2 POSITIONS)

### Position Description

<b>Opens: February 24, 2026</b> <b>Closes: March 9, 2026</b>			
<b>Department:</b>	Health & Human Services	<b>Reports to (title):</b>	Clinic Administrator
<b>Job Code:</b>	EX-21	<b>Job Location:</b>	Bois Forte Health Services- Vermilion, Nett Lake, and Virginia MN
<b>Pay Range:</b>	Min \$122,075.20 (\$58.69) Mid \$162,780.80 (\$78.26) Max \$203,465.60 (\$97.82)	<b>Supervises:</b>	Pharmacy Technician
<b>Hours/week:</b>	Varies	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	On-Call	<b>Effective Date:</b>	01/29/2026
<b>Indian Child Protection Background:</b>	No	<b>Revised Date:</b>	01/29/2026

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Pharmacist serves patients by preparing medications, giving pharmacological information to multidisciplinary healthcare teams and monitoring patient drug therapies. The purpose of this position is to provide a high level of pharmaceutical/clinical care and develop/maintain a provision of care relative to patient and Bois Forte needs, within an available budget.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Perform outpatient pharmacy functions for the full range of pharmaceuticals provided at Bois Forte, to include controlled, investigational, highly potent, high-alert, look-alike sound-alike, chemotherapeutic and/or other medications requiring special handling.
2. Ability to utilize telepharmacy software when working in Vermilion (hub site). Follow all telepharmacy policies and procedures including supervision of technician at remote site in Nett Lake, verification of prescriptions via images captured in software, and counsel all patients who pick up medications via telepharmacy.
3. Review medications ordered by Bois Forte providers, patient medication profiles, and patient Electronic Health Records to determine appropriateness, safety and completeness of medication order, authenticity of prescriber, possible drug interactions, potential for adverse reaction, and any other special aspects or considerations in dispensing medications per Bois Forte’s pharmacy outpatient medication dispensing policy.

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4. Consult with providers regarding discrepancies found within/between Computerized Physician Order Entry System (CPOE), Electronic Health Record (EHR) and EPIC.
5. Dispense medications to all patients eligible for service following established policies and procedures.
6. Prepare medications by reviewing and interpreting physician orders, detecting therapeutic incompatibilities.
7. Dispense medications by compounding, packaging, and labeling pharmaceuticals.
8. Complete pharmacy operational requirements by verifying technician's preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections.
9. Comply with state and federal drug laws as regulated by the state board of pharmacy by removing outdated and damaged drugs from the pharmacy inventory, supervising the work results of support personnel, and maintaining current registration.
10. Protect patients and technicians by adhering to infection-control protocols.
11. Maintain safe and clean working environment by complying with procedures, rules, and regulations.
12. Attempt to privately consult with every patient and educate them about their medication, which may include written materials as well as oral communication.
13. Coordinate pharmacy program with our medical clinic services at Bois Forte Medical Clinic in Nett Lake and Vermilion.
14. Utilization of pharmacy computer system.
15. Act as a resource for clinic staff and other Health and Human Services staff upon request.
16. Supervise pharmacy technicians.
17. Keep statistical data on number of patients served and number of prescriptions dispensed.
18. Complete Patient Care Component and Patient Medication Record forms on all individual patients served.
19. Participate in Drug Utilization Reviews.
20. Order medications and supplies as required in the most economical manner that maintains appropriate quality of standards.
21. Participate in continuing education programs and maintain state registration.
22. Provide health promotion and disease prevention activities relating to drug use and preventative therapy.
23. Participate in Health and Human Services staff meetings and clinic team meetings.
24. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
25. Perform other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (Pharm.D.) degree or 1 year of professional pharmacy experience providing drug information and performing pharmacy dispensing.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Professional degree in Pharmacy (B.S., Pharm.D, D.Ph.).</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• The incumbent shall be in possession of a valid Minnesota state pharmacy license and maintain licensure by completing necessary Board of Pharmacy requirements for the respective state of licensing.</li><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li><li>• CPR certified.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• The incumbent must possess the knowledge and skills required to perform the responsibilities of this position as listed above.</li><li>• Comprehensive knowledge of Bois Forte Clinical/Medical staff by-laws, rules and regulations and comply with all requirements for appointment to and must be credentialed and privileged in accordance with Bois Forte medical staff by-laws.</li><li>• Knowledge of policies and regulations on Third Party Claims.</li><li>• Ability to communicate effectively orally and in writing is required.</li><li>• Ability to work independently and establish work priorities is required.</li></ul> |

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- Attention to detail and accuracy is required.
- Some travel is required.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### PREFERRED QUALIFICATIONS

- Prior experience working with Indian Health Services (IHS), a tribe, or tribal organization.

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection

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and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at [www.boisforte.com/employment](http://www.boisforte.com/employment) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**