



## **Pharmacy Services Coordinator**

Western North Carolina AIDS Project (WNCAP) is dedicated to preventing new cases of HIV/AIDS and provides HIV-related client support, prevention, education and advocacy activities guided by the belief that all people are entitled to equal access to health care. WNCAP employs 40+ people and has 3 locations in Western NC.

The Pharmacy Services Coordinator (PSC) manages WNCAP's 340B Pharmacy Services program which provides clients with assistance for obtaining prescription medications affordably, including HIV treatment, biomedical HIV prevention, and HCV treatment medications. The PSC serves as the subject matter expert for the 340B program and is responsible for maintaining all aspects of organizational 340B compliance, which includes auditing 340B contract pharmacies and monthly pharmacy activity, maintaining internal compliance records, creating & maintaining departmental policies and procedures, and attending relevant conferences. Additionally, the PSC monitors changes to 340B rules and regulations; participates in 340B advocacy efforts; negotiates contracts with pharmacies; supervises, trains, and supports Pharmacy department staff; and implements new departmental procedures as-needed to meet evolving compliance requirements.

Travel is required for trainings, conferences, meetings, and client home visits. WNCAP 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 WNCAP while the pandemic is ongoing.

This is a full-time exempt position. Regular work hours are 9am-5pm Monday-Friday with 1 hour paid lunch, but candidate should have the ability and willingness to work outside of regular hours, infrequently and with advance notice, as-needed. Remote work will be required on an as-needed basis, with home office located in Asheville.

### **Duties**

Job duties include, but are not limited to:



- Conduct thorough and highly detailed monthly audits of 340B contract pharmacies' activity reports, including identifying errors, communicating with pharmacies to correct ineligible 340B medication fills, and updating internal compliance records accordingly.
- Work collaboratively and develop relationships with pharmacies and other 340B stakeholders.
- Review and negotiate contracts with pharmacies, ensuring they meet the needs of clients and that the data tracking and reporting elements are compliant with programmatic requirements.
- Communicate regularly with contract pharmacy staff about complex reporting and compliance matters, including monitoring financial information on monthly reports and resolving discrepancies.
- Create and implement new departmental initiatives related to organizational growth, compliance, data tracking/reporting, and other high level projects.
- Hire, train, and supervise Pharmacy department staff.
- Prepare monthly department financial and metrics reports.
- Ensure that 340B policies and procedures follow current organizational practices and are in accordance with current state, federal, and system program requirements.
- Ensure that organization's registration on the HRSA OPAIS 340B database is recertified yearly and that all information is up-to-date at all times, reporting changes as they occur.
- Provide support for Pharmacy department staff by learning all aspects of other Pharmacy positions, including client-facing services.
- Advise staff as-needed regarding treatment referrals based on evaluation of clients' unique needs.
- Present at/participate in webinars, conferences, and trainings, requiring public speaking at times.
- Facilitate meetings and committees, and participate in relevant offsite meetings as a WNCAP representative, collaborating and building relationships with community partners.

## **Requirements**



Qualified candidates must have 2 years of experience managing a department or project, and at least one of the following:

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 combination of relevant education and experience.

#### 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
- Ability to delegate and effectively supervise staff
- 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

### **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 and Benefits**

The Pharmacy Services Coordinator is a full-time exempt position based out of WNCAP's Asheville office, located at 554 Fairview Road, Asheville NC 28803. In-office and remote working capabilities are required for this position. Starting salary range is \$48-52k/year. Regular work hours are 9am-5pm Monday-Friday with 1 hour paid lunch. Dress code is business casual. WNCAP is a certified living wage agency.

Benefits include:

- Partial employer-sponsored health and dental insurance
- Vision insurance
- Employer-sponsored life insurance
- 403(b) Retirement Savings Plan with Employer Contributions
- Paid time off
- Paid holidays

WNCAP 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 WNCAP and this position, including “Pharmacy Services Coordinator” in the subject line, to: [employment@wncap.org](mailto:employment@wncap.org)

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