Medicinary Assistant
(Part-Time)

SCNM is a school of medicine and health sciences grounded in naturopathic principles. Dedicated to the ideal that everyone deserves high quality health care, we engage students in rigorous innovative academic programs, discover and expand knowledge, and empower individuals and communities to achieve optimal health. Naturopathic physicians diagnose, treat, and help prevent diseases using a system of practice that is based on the natural healing capacity of individuals. In addition to the medical college, SCNM operates a medical center onsite. Located in Tempe, Arizona, the overall environment is vibrant and dynamic, with passionate students, staff and faculty.

Position Purpose: The Medicinary Assistant provides customer service and support for the Natural Medicinary.

Job Duties and Responsibilities:

- Provide excellent customer service by greeting all patients, answering phones, filling orders, helping customers find products and answering questions in general about products.
- Contact each patient upon receipt of a new prescription to discuss availability of product, Medicinary store hours and estimation of when the product will be available for pick-up, or mailing.
- Accurately fills, or processes, all order requests within 48 hours to include: special orders, such as botanical tinctures, homeopathic remedies, Chinese herbal products and bulk herbs to the doctor’s specifications.
- Labels prescriptions properly according to the doctor’s specifications.
- Verify license to dispense medication of doctors not on staff here at SCNM.
- Receive all incoming products and properly document the quantity received on the packing slip, or invoice. Sign and date the packing slip or invoice when product is received.
- Stocking and organizing of all products, while ensuring the storeroom door remains closed and locked when not in immediate use.
- Price products and check expiration dates of products during daily procedures of re-stocking, cleaning and maintaining merchandise displays.
- Log daily transactions, balances and reconcile the cash drawer and prepare the bank deposits.
- Ensure accuracy of daily cash transactions and drawer balance at end of shift.
- Maintain accurate inventory and perform complete inventories quarterly.
- Maintain a clean and orderly appearance of counters, facings and frontings of the Natural Medicinary.
- Process patient and customer mail orders.
- Supervise, train and evaluate student clinicians.
- Other duties as assigned.
Knowledge, Skills and Abilities:

- Computer literacy skills with a working knowledge of electronic healthcare applications.
- Must be customer oriented with excellent communication and people skills.
- Must be self-directed to find tasks that need to be done without being asked.
- Familiar with medical terminology, patient confidentiality, HIPAA, FERPA and OSHA laws.

Minimum Qualifications:

- High School diploma or equivalent (GED).
- Two years retail experience.
- Or any equivalent combination of education and/or experience.
- Knowledge of herbs, supplements, natural health care products and services preferred.
- Familiarity with Naturopathic Medicine preferred
- Degree in Herbalism preferred

NOTE: This is a Part-Time position (20 hours/week). Weekends required. Work schedule may vary between 8:00am to 10:00pm, Monday through Saturday with occasional Sundays. The pay rate is $12.00/hr.

SCNM is an Equal Opportunity Employer committed to a diverse and inclusive workforce.
SCNM is a Smoke-Free campus.

**Once an offer is accepted, all external applicants are subject to a pre-employment background check and drug screen. Offers of employment shall be contingent upon satisfactorily completion of the background check and drug test.