



Specialisterne Canada is recruiting!

Specialisterne Canada specializes in working with businesses to hire people on the autism spectrum or who face similar barriers to employment. We are excited to be working with MediSystem Pharmacy to recruit for roles in the Health Care industry in the Greater Toronto Area.

MediSystem Pharmacy, a Shoppers Drug Mart Company, is an established specialty pharmacy that provides pharmaceutical dispensing and clinical pharmacy consulting services to long-term care facilities across Canada. The company is committed to fostering an inclusive work environment that promotes learning, growth and opportunity where all employees feel valued, respected and supported.

Specialisterne Canada provides recruitment, staffing solutions and management support to businesses interested in employing the skills and talents of neurodiverse people. A different perspective or an alternative communication style can be a great asset to any employer, yet because of standard recruitment processes and management practices, many people face systematic barriers to accessing and maintaining employment. Our process is designed to avoid these barriers.

Descriptions of the roles are provided below. Applications should be submitted in full no later than **August 12th, 2017**.

Please note: While it may be considered an asset, no previous industry experience is required for success in these roles.

Role Descriptions

PHARMACY ASSISTANT Full-time, Permanent Toronto/Mississauga

Would you like to be part of a team dedicated to providing exceptional service for people living in long term care and retirement communities? Do you have a high attention to detail and accuracy? Does working with innovative technology to ensure safe and efficient medication delivery sound like something you would enjoy? If so, this might be the role for you!

Here is what you will do:

- Prepare individual patient prescriptions for distribution to long term care facilities using leading edge systems, automated dispensing and quality control machines
- Ensure products are complete and delivered in accordance to schedule
- Follow up on and resolve issues following established guidelines and procedures
- Ensure work areas and inventory are organized and that supplies and materials



are appropriately maintained

In performing this role you will:

- Apply a strong attention to detail to ensure accuracy in all activities
- Use your ability to prioritize work assignments in line with established guidelines
- Enjoy working both individually and sometimes in collaboration with team members to maintain a good work-flow and resolve issues
- Be able to clearly communicate findings based on facts

DATA SPECIALIST

Full-time, Permanent

Toronto/Mississauga

Would you like to use your computer skills to support the dispensing of medications in long term care facilities across Canada? Do you have a high attention to detail and strong organizational skills? Does management of prescriptions and entering and updating patient medical records using computer systems sound like something you would enjoy? If so, this may be the role for you.

Here is what you will do:

- Retrieve prescriptions or prescription refill or change requests through electronic orders or faxes
- Enter prescriptions, refills and prescription changes into patient records with the highest degree of accuracy
- Resolve order issues by communicating with colleagues and long term care staff members by telephone
- Organize and prioritize tasks based on shipping schedules
- Create new patient profiles and maintain existing patient records on the MediSystem database
- Prepare prescription label printouts
- Assist with other ad hoc tasks when needed

In performing this role you will:

- Use your ability to interpret handwriting to accurately and efficiently enter retrieved data into a MediSystem Pharmacy computer system
- Apply your strong attention to detail to ensure accuracy in all activities
- Use your communication skills to respond to inquiries related to patient prescriptions and profiles from physicians and nurses within the long term care facilities
- Learn and use appropriate pharmacy-related vocabulary, expressions, and terms
- Use your solid computer skills to efficiently navigate different computer systems
- Work as part of a team dedicated to achieving common service goals



The Recruitment Process

Application

The first step in the recruitment process is for interested candidates to apply for the roles. This will involve completing an online questionnaire as well as submitting their resume to Specialisterne Canada. Instructions for applying are included below. Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

Employment Discovery Workshop

The next step in the Specialisterne recruitment process is an Employment Discovery Workshop. It is a hands-on, task-based experience where you will work on specific projects in a relaxed setting. It is an opportunity to learn about our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills. Every participant who attends will receive a summary profile useful with future employers.

Training Program

Candidates whose profiles are well suited for the roles for which we are recruiting will be invited to participate in a four-week skills evaluation and training program on the employer's site. It will include case studies, real-life projects, as well as training relevant to the roles and working environment.

Employment

Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne Canada will provide support where necessary, which may include modifications to the work environment.

Those not selected can have their profiles added to our database for consideration for other more suitable job opportunities in the future.

To Apply

Please read the role descriptions carefully.

To apply and for more information on our recruitment process visit our website at www.specialisterne.ca/opportunities.

Applications should be submitted in full no later than **August 12th, 2017**.

If you completed a Specialisterne questionnaire in the past, please do so again, as this one has been customized for this recruitment program.

If you have already attended a Specialisterne Discovery Workshop, but wish to apply for

Employ different thinking

SPECIALISTERNE
Passion for details



one of these roles, please send an email to: jobs@specialisterne.ca

For More Information

Please direct any questions via email to info@specialisterne.ca. If you prefer to speak on the phone, send us an email and we will schedule a call.

For more information about MediSystem, go to medisystempharmacy.com

For more information about Specialisterne, visit our website at specialisterne.ca.

We look forward to hearing from you!