



VILLAROSA HOSPITAL, INC.

JOB OPENING FOR FULL TIME SOCIAL WORKER (1)

QUALIFICATIONS:

Female

Candidate must be a graduate of a Bachelor of Science in Social Work

Must be a licensed/registered Social Worker

Work experience as Hospital Social Worker, an advantage

With strong oral and written communication

With organizational and problem solving skills

Detail- and goal-oriented individuals who possess the ability to work independently

Can understand various medical conditions and terminologies

Understands healthcare standards and regulations

Proficient in basic computer applications such as Microsoft Office

NATURE OF JOB:

- Assists patients and families in understanding patient conditions and treatments.
- Assists patients and family members develop coping strategies
- Assesses patient needs, assists in the development of treatment plans
- Provides emotional and mental assessments on the patient.
- Offers bereavement counseling, assists with patient discharge and handles the arrangement of in-home care services.

Interested applicants must apply in person and submit resume, photocopy of credentials, 2 (1x1) and 1 Passport size ID picture at:

VHI HUMAN RESOURCE DEPARTMENT
2ND FLOOR VILLAROSA HOSPITAL BUILDING
#11 SALALILLA STREET, BARANGAY MILAGROSA
PROJECT 4, QUEZON CITY

LOOK FOR MS. JACKIE S. VILLAROSA

JOB OPENING FOR FULL TIME PHARMACIST

EDUCATION & EXPERIENCE

- Bachelor's/College Degree in Pharmacy
- Registered Licensed Pharmacist
- Knowledge in POS

COMPETENCIES

- Excellent interpersonal skills
- Good communication skills
- Strong customer relations skills
- Maintains professional attitude in manner and in appearance

SUMMARY OF RESPONSIBILITIES

- Dispenses medicines to clients according to prescriptions and follows first expiry, first out rule.
- Submits Daily Sales Report to Admin office every month.
- Monitors availability of medicines and supplies.
- Prepares, maintains and records inventories, receipts, purchases and deliveries in the pharmacy
- Prepares solid and liquid dosage medications for dispensing into bottles and unit dose packaging.
- Submits Inventory Report to the Accounting/Purchasing Department every end of the month.
- Monitors the Regulated Drugs and submit semi-annual report to government agencies (PDEA and QCHD).
- Prepares requirements for renewal of LTO of DOH and PDEA.
- Submits requisition for critical and emergency stocks.
- Interprets, coordinates, and implements new and existing policies, methods and procedures in the area.
- Works in cooperation with other members of the multidisciplinary health teams.
- Provides safe, clean, secure environment for the benefit of patients, visitors, and personnel.
- Performs other related duties as assigned/required relative to position title.
- Unpacks, sorts, counts and labels incoming merchandise, including items requiring special handling or refrigeration
- Assists clinicians in establishing the proper protocols, storage, distribution, and administration procedures for investigational drugs
- Trains and supervises Pharmacy Assistants as assigned

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