

VALLEY COMMUNITY HEALTHCARE

Job Description

| | |
|---------------------|--|
| POSITION: | Optometry Assistant |
| REPORTS TO: | Optometry Manager |
| HOURS: | F/T 40 Hours; Some evenings and Saturdays required |
| FLSA STATUS: | Non- exempt |

General Responsibilities:

Work in the VCH Optometry Program, assisting with patient, computer entry, scanning documents.

Specific Duties:

1. Make appointments
2. Assist clients with adjustments and repairs
3. Translate for optometrist when necessary
4. Scan documents
5. Confirm appointments
6. Getting glasses ready
7. Pre-test patients when necessary
8. Other duties as assigned

Minimum Qualifications:

High School diploma or equivalent. Good verbal and customer service skills, must be able to work well with a variety of people. Basic computer knowledge required. Bilingual, Spanish/English. Experience working in a community clinic setting beneficial.

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

ACKNOWLEDGEMENT:

I acknowledge I have received, read, understand and will comply with my job description.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date