



Valley Community Healthcare

JOB DESCRIPTION

POSITION: Optometry Assistant

REPORTS TO: Director of Optometry

HOURS: F/T (40) hours (may vary with evenings required)

FLSA Status: Non-exempt

GENERAL RESPONSIBILITIES: Requires the ability to understand and follow specific instructions and procedures. Work will consist of routine and repetitive tasks.

SPECIFIC DUTIES:

- Responsible for assisting the optometrist with fitting, adjusting and dispensing spectacles and provides front desk support and maintains an inventory of frames and general office supplies and pricing list of all frames in stock.
- Complete all program paperwork and greets patients, answers phones, performs patient information data entry.
- Conducts and attend meetings and trainings and responsible for assisting the program director with reports and prepares correspondence in a timely manner.
- Prepares patient for vision examination; assists in testing and the maintaining of records, scheduling appointments, correspondence and filing.
- Maintains inventory of materials and cleans instruments and assists in fabrication of eye glasses or contact lenses.
- Performs other job-related duties as assigned.

EDUCATION:

High School diploma or GED. Basic knowledge of grammar, spelling, punctuation and mathematical functions. Bilingual Spanish/English and detailed oriented. Able to work well with a variety of individuals with a medical background, computer literate, and a minimum of six (6) months of job-related experience.

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