



POSITION DESCRIPTION

POSITION TITLE:	Optometrist	DEPARTMENT:	Optometry
REPORTS TO:	Optometry Director	STATUS:	Full-Time-Exempt

High-Quality Health Care for All

The mission of Valley Community Healthcare is to improve the health and wellbeing of our community by providing high-quality comprehensive healthcare services regardless of ability to pay.

We're in this together

Enhancing relationships with staff, businesses, foundations, and community leaders who share our vision of high-quality healthcare for all.

We're providers of patient-centered care

Empowering patients to take responsibility for, and share in, decisions regarding their health status, forming a partnership between patient and healthcare provider.

We're forward-thinking, accountable leaders

Assuring organizational viability through high standards of administrative and fiscal accountability while managing growth responsibly and strategically.

Successful candidates will have a proven track record of conducting nutrition assessments, identifying patients at risk and creating diet plans. The Registered Dietitian must review the latest nutritional research, integrating new findings into diet plans and nutritional services. The ideal applicant has experience providing nutrition education to patients in underserved clinic settings and mitigating risk factors in diverse communities. Collaborate with physicians, nurse practitioners, and nurses in order to tailor dietary services and improve patient outcomes. The Registered Dietitian should be a great communicator, critical thinker and leader.

CORE JOB RESPONSIBILITIES (Essential Duties):

SPECIFIC DUTIES:

- Provides outpatient care for patients with eye related disorders and conditions for pediatric, adult, and geriatric populations.
- Provides complete documentation of exam in EHR including detailed medical histories, current medication, social history, family history, anterior and posterior evaluations of the eyes, dilates eyes when appropriate, orders and completes additional office procedures when

appropriate, prescribes medication/glasses/contact lenses/vision aids/therapy, completes assessment and plan, patient education among others.

- Practices optometry to the full scope of licensure.
- Consults with other health care practitioners for co-management of eye diseases and systemic conditions.
- Abides by policies set in the department and clinic as a whole
- Complies with audit measures, meaningful use criterion, e-prescribing, etc.
- Educates patients on proper eye care including eye hygiene and safety factors.
- Has excellent customer service and organization skills.
- Has advanced time management skills.
- Participates in meetings, conferences, and training.
- Refers patients to trusted specialist as needed. Follows-up on results of reports from specialists and documents interpretations in EHR.
- Has positive attitude and team-oriented approach to patient care.
- Has excellent communication and interpersonal skills.
- Is reliable with a strong work ethic and commitment to patient care.
- Is compassionate, practices cultural sensitivity, and has professional chair side manner.
- Is able to maintain a clean and safe work space.
- Has solid knowledge of both science and art of optometry. Maintain continued commitment to remaining up to date on the latest research and techniques
- Maintains licenses up to date including but not limited to CA license of optometry, DEA license, BLS, etc.
- Encourages optical sales by educating patients of available optical goods
- Works with assistant and office manager to ensure QI measures such as cycle time, missed opportunities, no show rate, third next available, etc is reached on daily basis.
- Provides telephone consultation to patients when needed and documents phone conversations in EHR
- Ensures efficient flow of patients in and out of clinic, utilized time tracking system in EHR.
- Performs functions, duties, and services in compliance with regulatory agencies, cultural obligations and funding sources such as CHDP, Medi-Cal, HCLA, MHLA and Medicare.
- Monitors strict adherence to: Universal infection precautions established by the CDC, OSHA, DHS/OA, and clinic standards
- Communicates effectively with all levels of staff throughout the department and clinic
- Trouble shoots difficult problems and takes independent actions to solve them
- Through team work and accountability, exhibits behaviors and attitudes of courtesy and respect for all staff at the clinic in accordance with its mission values
- Establishes and maintains effective and positive working relationships with representatives of outside agencies, government entities, vendors, as well as other staff and volunteers. Represents the clinic site when appropriate
- Ensures patient confidentiality and demonstrates complete discretion when discussing patient information.
- Practices cost-effective medicine by implementing appropriate prescription in line with all drug formularies.
- Completes documentation of charts in a timely manner, ensuring accuracy and completeness, so that the clinic can collect funds for services.
- Works well under stressful conditions

- Available to work weekends and evenings
- Available to work at various clinic sites
- Is responsible for reporting known and suspected patient abuse (physical, emotional, and sexual) per VCH policy and procedures.
- Remains flexible and responsive when changes occur in policy or workload.
- Utilizes material, equipment, and time in a safe, beneficial, and cost effective manner.
- Other duties as assigned

Reports to:

- ☐ Optometry Director

Direct Reports:

- ☐ Optometry Director

Physical and Mental Conditions:

- ☐ These physical and mental demands are representative of the physical and mental requirements necessary for an employee to successfully perform the major duties and responsibilities of this position. Reasonable accommodation can be made to enable people with disabilities to perform the described major duties and responsibilities.

Physical Conditions:

- ☐ Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; travel as needed; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment shared with other employees; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write notes, treatment plan comments, track records, reports; and drive between all VCH locations; reliable transportation and care insurance as required by the state.

Mental Conditions:

- ☐ Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Access to Protected Health Information:

- ☐ This position will require access to PHI in accordance with all state and federal laws.
- ☐ *Disclaimer: This position description indicates in general terms the type and level of work performed and responsibilities held by the employee(s) occupying this position. Duties described are not to be interpreted as an exhaustive list of all responsibilities. Employee(s) will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

SUPPORTING JOB RESPONSIBILITIES:

- Other duties as assigned.

POSITION REQUIREMENTS:

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

Qualification Requirements:

- Licensed by State of California as Doctor of Optometry.
- Graduated from an accredited Optometry School
- Excellent written and verbal communication skills with a demonstrated ability to work with a variety of individuals.
- Bilingual English/Spanish.
- At least two years of related experience preferred.
- Experience with electronic health records, data entry, and data analysis preferred.
- Strong problem solving and organizational skills.

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ENVIRONMENT:

This position is in a community clinic environment that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. In addition, the incumbent may travel via personal vehicle with verified licensure, registration and insurance or public transportation throughout the community.