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**POSITION DESCRIPTION**

**JOB TITLE:** **Optometric/Ophthalmic Assistant**

**REPORTS TO:** Clinic Operations Manager

**STATUS:** Non-exempt (hourly)

**LOCATION:** Vision and Dental Clinic

SCHS is a 90-100 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.*

**ROLE:** This individual assists patients in choosing eyewear as well as dispensing and adjusting glasses. Transcribes prescriptions, order glasses/lenses from optical labs, and maintains display cases and frame selections. Assists optometrist with obtaining fundus photos, visual field, and clinical data. Performs insertion and removal classes for contacts with patients.

**JOB DUTIES:**

* Make introductions and establish rapport with patients. Initiate patient evaluation, documenting the chief complaint, history of present illness, review of systems, and all pertinent ocular findings accurately and in accordance with compliance guidelines.
* Perform pre-exam testing and all other patient services as requested by the provider.
* Perform lensometry and specialized testing such as visual fields, keratometry, and ophthalmic photography optical coherence tomography (OCT)
* Complete requests for prescription refills as authorized by provider, with full documentation in patient chart.
* Educate patients regarding administration of medications.
* Assist with fitting contact lenses and instruct patients in care and insertion of lenses.
* Conduct inventory of supplies
* Assist with maintenance of clinical examination equipment.
* Clean instruments in preparation for sterile processing.
* Inspect instruments periodically for damage, send for repair, and request a replacement, as necessary
* Check expiration date and inventory of eye drops and other medications, as necessary.
* Perform glasses fittings, ordering of glasses, and other optical support duties as requested by provider.
* Open and close exam room daily, ensuring that equipment is wiped down in an appropriate manner, battery powered instruments are seated properly in re-charge wells, slit lamps and projectors are switched off under covers.
* Follow all safety procedures as per guidelines
* Work with optometrist to meet quality goals for vision department

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Confidence, professional judgment, and grace under pressure.
* Works well both independently and as part of a team.
* Exceptional communication skills, bilingual preferred.
* Flexibility--nimble in response to an evolving workload.
* Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
* Excellent customer service, time management and organizational skills.
* Ability to work in a fast-paced environment and manage multiple tasks.
* Good computer skills; experience with MS Office and ability to learn/use Electronic Health Records.
* Attention to detail.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).

**MINIMUM QUALIFICATIONS:**

* High school diploma.
* Outstanding interpersonal skills as well as a neat and professional appearance.
* Certified Optometric Assistant or Certified Ophthalmic Assistant credential preferred.
* Prior experience in medical field.
* Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

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Name Signature Date

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