

## **JOB DESCRIPTION**

**The Optometric Technician (Optometry) overall purpose is to support the daily activities of the Optometry Clinic by assisting with entrance exam skills, diagnostic testing, scheduling appointments, answering inboxes and maintaining correspondence with patients. The position will also provide support by helping with eye exams, tracking optometry data and assisting with any quality improvement projects within the clinic.**

## **RESPONSIBILITIES**

- Perform exam entrance testing, diagnostic and vitals.
- Schedule appointments for Optometry patients.
- Return calls to patients.
- Run data analysis and recall list for the Optometry Clinic.
- Assist with quality improvement projects for Optometry.
- Other projects as assigned.

## **QUALIFICATIONS**

### **Required:**

- High School Diploma or GED equivalent.
- Bilingual in English/Spanish.
- Minimum of one year (1) experience in Healthcare Support field (i.e. CNA, MA or RDA; Optometry or Ophthalmology experience preferred) or any combination of education and healthcare experience, which would provide an equivalent background.

### **Preferred**

- Associate's Degree in a Science or other health related field from an accredited College or University required.
- Paraoptometric Certification or Certified Ophthalmic Assistant preferred.

## **SPECIAL SKILLS & KNOWLEDGE**

- Must be able to effectively communicate with a diverse population.
- Knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.
- Excellent written and oral communication skills
- Be able to demonstrate effective time management.