



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Optician
RESPONSIBLE TO: Optometrist
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY:

An optician is a vision care professional who helps patients to be properly fitted with new contact lenses and eyeglasses, after obtaining prescriptions from optometrists and ophthalmologists. Opticians also assist customers to decide which contact lenses or eyeglass frames to purchase.

1) Position serves primarily as Optician at the Elbowoods Memorial Health Center.

Job Summary (position includes, but is not limited to the following):

- i) Customer Service
 - (1) Field telephone calls from patients and answer questions about Optometry services and policy
 - (2) Direct and transfer patients to appropriate departments when necessary
 - (3) Direct patient lenses and frame dispensing program
 - (4) Assist clients in selecting frames according to style and color, and ensure that frames are coordinated with facial and eye measurements and optical prescriptions
 - (5) Sell goods such as spectacles, sunglasses, and other goods related to eyes in general.
 - (6) Distribute and encourage the completion of patient satisfaction surveys
- ii) Clinical Services
 - (1) Measure clients' bridge and eye size, temple length, vertex distance, pupillary distance, and optical centers of eyes, using measuring devices.
 - (2) Verify that finished lenses are ground to specifications.
 - (3) Prepare work orders and instructions for grinding lenses and fabricating eyeglasses.
 - (4) Maintain records of customer prescriptions, work orders, and payments.

- (5) Perform administrative duties such as tracking inventory and sales, submitting patient insurance information, and performing simple bookkeeping.
 - (6) Recommend specific lenses, lens coatings, and frames to suit client needs.
 - (7) Heat, shape, or bend plastic or metal frames in order to adjust eyeglasses to fit clients, using pliers and hands.
 - (8) Evaluate prescriptions in conjunction with clients' vocational and avocational visual requirements.
 - (9) Instruct clients in how to wear and care for eyeglasses.
 - (10) Determine clients' current lens prescriptions, when necessary, using lensometers or lens analyzers and clients' eyeglasses.
 - (11) Show customers how to insert, remove, and care for their contact lenses.
 - (12) Repair damaged frames.
 - (13) Obtain a customer's previous record, or verify a prescription with the examining optometrist or ophthalmologist.
 - (14) Arrange and maintain displays of optical merchandise.
 - (15) Fabricate lenses to meet prescription specifications.
 - (16) Grind lens edges, or apply coatings to lenses.
 - (17) Assemble eyeglasses by cutting and edging lenses, then fitting the lenses into frames.
 - (18) Screen and set-up patients for Optometrist. Testing includes intraocular pressure testing; auto refraction; field of vision; and retinal camera.
 - (19) Utilize EMHC electronic health record for patient information when appropriate
 - (20) Participate in the storing and transfer of medical information from Optometry to designated areas in accordance with HIPPA guidelines
- 2) Represents EMHC in a highly professional manner.
 - 3) Establishes positive communications with all departments of EMHC to assure stable operations.
 - 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
 - 5) Maintain required documentation and reporting as assigned.
 - 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
 - 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
 - 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

PHYSICAL DEMANDS/WORK ENVIROMENT

The work requires regular and recurrent standing to perform tasks, walking between the different sections of the pharmacy and clinic, and reaching and bending to obtain supplies and operate instruments. Occasionally lifts up to 50 pounds. Work has risk for exposure to Blood borne pathogens, along with other infectious/contagious diseases. .

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Graduate, **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- On-the-job training or apprenticeship; current certification, associate's degree or bachelor's degree in Opticianry from an accredited school. **REQUIRED**.
- Excellent communication skills necessary, **REQUIRED**.
- Attention to detail necessary, **REQUIRED**.
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
- Medical Terminology, **PREFERRED**.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes Application for employment with all requirements and supporting documentation to:

**Three Affiliated Tribes
Attn: Human Resources
404 Frontage Rd.
New Town, ND 58763**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.