



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: Optometry Assistant
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
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

- 1) Position serves primarily as Optometry Assistant at the Elbowoods Memorial Health Center.
 - a) **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) Distribute and encourage the completion of patient satisfaction surveys
 - ii) Clinical Services
 - (1) Screen and set-up patients for Optometrist. Testing includes intraocular pressure testing; auto refraction; field of vision; and retinal camera.
 - (2) Utilize EMHC electronic health record for patient information when appropriate
 - (3) 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.*
- Current Certified Para optometric or Certified Para optometric Assistant **PREFERRED.**
- Computer knowledge and proficiency, **REQUIRED.**
- Possess a current, valid North Dakota State Driver's License, reliable transportation, and telephone, **REQUIRED.**
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to and 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 and outside the property with exposure to inclement weather and 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.

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