



## **JOB OPENING**

### **Optician**

#### **DUTIES**

- Assists patients in selecting eyewear.
- Write up optical orders for eyewear
- Process the eyewear order via the fax/phone.
- Check in jobs as they arrive from the labs and verifies prescriptions.
- Call patients to pick up eyewear/replacement contact lenses.
- Dispenses eyewear/replacement contact lenses to patients.
- Answer telephone inquiries.
- Make frame adjustments and minor repairs on eyewear.
- Decorate optical shop for different seasons/holidays.
- Answers telephone and patient inquiries.
- Process all optical orders.
- Phone optical labs to check job status and phone patients on any job delays.
- Open, distribute, price and display optical inventory.
- Check items received from labs for proper power, curve, etc.
- Call patients to arrange pick-up of items ordered
- Instruct contact lens patients in wear and care of contacts
- Performs routine examinations of patients, including keratometer readings and slit lamp evaluations. Determines appropriate lens type, parameters, and materials.
- Evaluates eyewear problems and makes recommendations.
- Provides patients with eyewear solutions.
- Keeps accurate records of all patient information.
- Maintains inventories of lenses and solutions.
- To keep up-dated on current technological developments.
- To provide patients with quality fitting after reviewing patient records, and patient needs.
- Assist patient and physician in solving difficult fitting problems.
- Maintain inventory control of glasses and lens to insure adequate availability and to hold down waste.
- Must be able to determine when patient problems warrant physician attention (conjunctivitis, corneal damage, etc.)
- Must maintain efficient and effective patient records.
- To maintain an effective and efficient filing system for adequate control of work in process.
- May perform other related duties.

#### **EDUCATIONAL BACKGROUND OR TRAINING TO DO THE JOB**

- Certification as an optician or contact lens technician preferred.
- Complete understanding of the admitting, screening, and appointment taking procedures of the clinic. Thorough knowledge of fitting all types of glasses and contact lens and the technical and medical problems associated with fittings.
- Thorough knowledge of the different types of glasses, and lens available and the developing technology.
- Must have the ability to meet the public in a dignified manner and to assist the patient in any possible way.
- Must have the ability to communicate effectively, both orally and in written communications.
- Must be able to withhold ridicule and criticism of patient's actions and withstand patient complaints.
- Needs to have the ability to maintain an open and effective working relationship with other employees.
- Must have a pleasant personality and telephone speaking, voice.
- Thorough knowledge of optical charging and billing procedures is essential.
- Ability to properly perform equipment such as a keratometer, lensometer, and other optical equipment.
- Ability to act independently.
- Ability to use slit lamp and diagnose problems for referral to the physician.
- Ability to interact with patients, other employees and physicians.
- Need pleasant, courteous and responsible person.
- Should have good organizational skills.
- Previous optical experience preferred.