



Ho-Chunk Nation

Job Description



TITLE: Optometry Technician II		JOB CODE: OPT2
GOVERNMENT- EMPLOYEE	EEO: 3	PAY GRADE: 15
Non-Exempt	Flex	FUNDING SOURCE: HNPDIHS
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Will work in the Optometry Department to provide care to Native Americans, employees of the Ho-Chunk Nation, and their families. Works under the direction of the Optometrist. Assists the Optometrist in working up patients and performing duties assigned by the Optometrist.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Assisting with patient care and eye examinations as assigned by the supervisor.
 - a. Verify the patient's information when entering the exam room, and obtain health history and allergies for the patient. Record in the Electronic Medical Record (EMR).
 - b. Complete pre- testing for the patient. This includes autorefractometry, autokeratometry, and lensometry. Record in the Electronic Medical Record (EMR).
 - c. Complete entrance testing for the patient. This includes visual acuity, color testing, stereopsis testing, pupil testing, extraocular muscles testing, confrontation visual field testing, and any additional testing required by the optometrist. Record in the Electronic Medical Record (EMR).
 - d. Complete a manifest refraction, check intraocular pressure (with NCT, Icare, or Goldman tonometry), and instill the dilation drops. This is per the optometrist discretion.
2. Assist Optometry Technician I job duties as needed.
 - a. This includes preparing patient orders for glasses/ contact lenses/ accessories as needed.
 - b. Perform minor eyeglass repairs and adjustments for patients.
 - c. Checking in glasses.
 - d. Dispensing glasses and contact lenses to patients.
3. Instruct patients with contact lens insertion, removal, care, and replacement.
 - a. This includes teaching a contact lens class to new contact lens wearers.
4. Manage contact lens inventory and trial contact lens orders.
 - a. Includes managing contact lens inventory and removing expired contact lenses.
 - b. Ordering trial contact lenses needed by the optometrist.
5. Perform specialized testing and duties as needed for the optometrist.
 - a. This includes visual field testing, OCT imaging, and fundus photography.
 - b. Screen telephone calls for provider, taking messages, obtaining charts or other paperwork as needed.
6. Maintain a safe, clean, efficient and pleasant environment for optimum patient wellbeing.
 - a. Clean exam room and equipment after every patient.
 - b. Stock exam rooms on a daily to weekly basis.
7. Perform other duties as assigned by supervisor within the scope of this job description.



JOB RESPONSIBILITY

Job Reports to	Supervisor- See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	Implements operating plans
Financial Accountability	None
Customer Accountability	Interface with outside and inside customers
Freedom to Act	Subject to general input from supervisor

MINIMUM QUALIFICATIONS

EDUCATION/ EXPERIENCE:

1. One (1) year Technical Diploma for Optometric Technician or minimum of 3 years working in an optometry or ophthalmology clinic.

ESSENTIAL:

1. Highly encouraged to have a Certified Paraoptometric Technician Certificate, Certified Ophthalmic Assistant Certificate (COA), Certified Ophthalmic Technician Certificate (COT), or Certified Ophthalmic Medical Technologist (COMT).
2. Must possess a Cardiopulmonary Resuscitation (CPR) certification or obtain within six (6) months of hire.
3. Must live and promote a healthy, non- abusive lifestyle.
4. Possess a valid driver's license, dependable transportation, and vehicle insurance.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must maintain patient confidentiality in accordance with Department policy, Privacy Act, and HIPAA regulations.
2. Possess knowledge and operation of an optometry clinic.
3. Ability to operate and use lensometer, visual field analyzer, OCT imaging, fundus photography, tonometer, pupilometer, and autorefractor/ autokeratometer.
4. Ability to operate standard office equipment including computer, copy machine, calculator, and fax machine.
5. Possess excellent oral and written communication and telephone skills.
6. Ability to plan, organize, set priorities, and work independently is required.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Work in an Optometry Clinic which is located in a multi- disciplinary health care facility providing eye and vision care to members and employees of the Ho-Chunk Nation.