



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



**POSITION: OPTOMETRY TECHNICIAN**

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT	OPPT	11

**SUMMARY:** Assist the optometrist in providing patient care and managing the optical dispensary including ordering, adjusting, and repairing patient eyewear.

**DUTIES & RESPONSIBILITIES:**

1. Responsible for ordering and maintaining an inventory of optometry supplies.
2. Performs screening tests on patients as requested by optometrist.
3. Selecting, measuring, and ordering eyewear.
4. Accepts payment for eyewear and contact lenses from patients.
5. Scheduling appointments, patient registration, maintaining patient records.
6. Perform minor eyeglass repairs and adjustments for patients.
7. Perform other duties as assigned by supervisor.

**REQUIRED SKILLS & ABILITIES:**

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

**MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)**

1. High School diploma or equivalent.
2. Must be highly motivated individual willing to be trained as an optometry technician.
3. Must obtain CPR certification within six months of employment.
4. Possess knowledge of operation of optometry clinic.
5. Must live and promote a healthy, non-abusive lifestyle.
6. Valid driver's license, dependable transportation and proper insurance.

**WORKING CONDITIONS:** Optometry clinic is an office setting located in a multi-disciplinary health care facility providing eye and vision care to members and employees of the Ho-Chunk Nation.

*"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."*

*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*

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

EEO: 3

NON-EXEMPT

NO FLEX

Funding Source: NPD

Approved by PBOD 09.17.98/01.12.99 Admin. 05.08.08/07.14.10 Legislature 10.13.98/01.26.99/02.16.99/05.20.08/08.03.10

Resolution 01.08.08A/03.22.16A