



Contact Lens Assistant

Department: Contact Lens

Reports to: Optical Manager

FLSA Status: Non-Exempt/Hourly

Revision Date: 3/7/2019

Summary:

This position performs several duties to assist the Contact Lens Department. This position requires a significant amount of multitasking and the ability to prioritize tasks appropriately. A team mentality with a willingness to help wherever needed is a must. Strong organizational skills are a must.

Minimum qualifications:

High School Diploma/GED Equivalent. Medical office experience preferred. NCLE preferred.

Knowledge, Skills, and Abilities Required:

- Willingness to be of assistance wherever needed most
- Must have strong organizational and communication skills (both verbal and written)
- Good time management abilities
- Must have basic computer skills, including familiarity with Microsoft Office applications; i.e. Word, Excel, OneDrive, and Outlook
- Self-motivated with the ability to work well as a team player
- Ability to multitask in a fast-paced environment and prioritize tasks based on importance
- Detail-orientated

Duties and Responsibilities:

1. Assist with administrative duties throughout optical department, miscellaneous errands, transport support to PF.
2. Provide back-up coverage to the Contact Lens dept at all locations.
3. Support for Contact Lens Inventory Management; process inventory, process and scan invoices, process returns.
4. Receptionist back-up; print prescriptions for patients, pull patient insurance information, receive patients for OD's and MD's.
5. Proper handling of protected health information.
6. Building back-up needs; assist in calling, scheduling and directing contractors on minor building maintenance problems as they arise; light building maintenance.
7. Performs other duties that may be assigned.

Safety:

North Idaho Eye Institute enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions and providing feedback to supervisors and management on all safety issues.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is typically performed in an interior clinical office setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries and emotional states of mind.

Acknowledgement:

I have received, read and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature

Date

Employee Name – Please Print