



## Optician

**Department:** Optical

**Reports to:** Optical Manager

**FLSA Status:** Non-Exempt/Hourly

**Revision Date:** 5/7/2018

### **Summary:**

This position performs several duties including design, measure, order, dispense, fit and adapt lenses and frames for patients according to written optical prescription or specification. 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.

### **Minimum qualifications:**

High School Diploma/GED Equivalent. 2+ years' experience in opticianry needed. Certifications from the American Board of Opticianry preferred, ability to obtain Certification within a year is a requirement.

### **Knowledge, Skills, and Abilities Required:**

1. Intricate understanding of optics
2. Proficient use of optical measuring devices
3. Ability to manipulate small tools
4. Cash drawer handling skills
5. Active listening skills
6. Good time management abilities
7. Familiarity with Microsoft Office, email (and EHR a plus)
8. High WPM/data entry skill set including 10-key
9. Self-motivated with a team attitude
10. Detail orientated
11. Excellent communication and problem-solving skills
12. Ability to multitask in a fast-paced environment and prioritize tasks based on importance

### **Duties and Responsibilities:**

1. Operate manual lensometer and other tools to achieve proper fittings for patients
2. Educate patients on their corrective lens options and help them make a choice that fits their medical needs as well as lifestyle preferences
3. Provide honest but compassionate feedback about aesthetic choices in frames
4. Achieve sales goals as determined by admin staff while attending to patients' specific needs and desires
5. Processing of spectacle orders including: data entry, mail, neutralization of prescription, accuracy of invoicing verified, patient communication.
6. Maintaining frame boards inventory, miscellaneous inventory, case supply, tools and parts.

7. Receiving of payments, collecting of payments, reconciliation of all invoices received.
8. Cash drawer balancing and deposit preparation
9. Data-entry into EHR
10. Sales representative meetings/relationships
11. Willingness to be of assistance wherever needed most
12. Proper handling of protected health information

**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.

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Employee Signature

Date

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Employee Name – Please Print