



## Contact Lens Technician

**Department:** Optical

**Reports to:** Optical Manager

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

**Revision Date:** July 10, 2019

### **Summary:**

The Contact Lens Technician will review and understand medical chart notes. Design, measure, and fit contact lens. He/she will teach insertion and removal and care of contacts to patient; assist in determining best contact lens option for patients' medical needs and lifestyle; and work with labs to create contact lens.

### **Minimum qualifications:**

- High school diploma or GED equivalent required
- NCLE certification preferred
- Optometric experience preferred
- Medical office experience preferred

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

- Intricate understanding of optics
- Must have exceptional patient care
- Must have strong organizational and communication skills (both verbal and written); including active listening
- Ability to multitask in a fast-paced environment and prioritize tasks based on importance
- 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
- Detail-oriented

### **Duties and Responsibilities:**

1. Direct patient care; educate patients on their contact lens options and help them make a choice that fits their medical needs as well as lifestyle preferences.
2. Proper handling of protected health information.
3. Proper use, care, and maintenance of contact lens equipment.
4. Patient scheduling; including appointments, follow-up, and fitting.
5. Contact lens inventory management; process inventory, process and scan invoices, process returns.
6. 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.

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Employee Signature

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Date

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Employee Name – Please Print