



## Optometry Assistant

### **SUMMARY**

The Optometry Assistant will work in collaboration with the Optometrist and clinic staff to assess, plan, provide exemplary patient care and implementation of care plans. Duties include, but are not limited to, explanation and performing of various vision procedures and tests, assisting optometrist with patient procedures, scheduling patient appointments, eligibility/insurance checks, and assisting patients with choosing eye glasses and placing orders. The Optometry Assistant provides patient care in a holistic and culturally sensitive manner, in a team-based, patient-centered approach, as a part of Waimanalo Health Center's Patient-Centered Health Care Home approach to care.

### **QUALIFICATIONS**

- ❖ Ability to work with little supervision, ability to be self-directed
- ❖ Must have good communication and organizational skills as well as a good understanding of patient and work flow processes.
- ❖ Demonstrated ability to communicate effectively with individuals, groups, and professionals in a culturally appropriate manner.
- ❖ Demonstrated ability to work effectively as a member of a team.
- ❖ Familiarity with the communities to be served is preferred.
- ❖ Experience working in a Federally Qualified Health Center and/or experience working in underserved communities is preferred.
- ❖ Experience with Electronic Medical Records system is preferred. Will be required to work on Electronic Medical Records system. Use of email is required.
- ❖ Must have enhanced computer skills, word processing, spread sheets, data extraction and reports (Word, PowerPoint, Excel, etc.).

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- ❖ High School Diploma or GED
- ❖ Certificate of graduation from an accredited Optometry Assistant program and/or Medical Assistant program with 200 hours of clinical externship, or completion of minimum one-year on-the-job training in optometrist office. National certification preferred.
- ❖ Basic Life Support certification is required.
- ❖ Two-Step Tuberculosis clearance is required.
- ❖ Hepatitis B clearance via immunization records of 3 hepatitis B vaccines and a hepatitis B surface antibody quantitative blood test.
- ❖ Proof of COVID-19 Vaccine required.

### **BENEFITS**

- ❖ Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC.
- ❖ Discounted Medical and Dental services provided by WHC.
- ❖ Paid Holidays – 10 Full days and 2 Half Days.
- ❖ Paid Time Off (PTO).
- ❖ Paid Wellness Hours.
- ❖ Wellness Bucks.
- ❖ Group Term Life Insurance.
- ❖ Supplemental Group-term Life Insurance & AD&D Insurance.

- ❖ Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages.
- ❖ Flexible Spending Program.
- ❖ Employee Assistance Program (EAP).
- ❖ Pre-tax Commute Plan.
- ❖ Longevity Benefit – After 5 or more years of service.
- ❖ Tuition Assistance Program.
- ❖ Free Parking.
- ❖ and more.....