



JOB DESCRIPTION

JOB TITLE: Optometric Technician	JOB LEVEL:
LOCATION: SBH	FLSA STATUS: Non Exempt
DEPARTMENT: Operations	REPORTS TO: Practice Manager

Brand Promise: *True Patient Centric Care*. This is the statement we make to our patients, coworkers, and the community that identifies what they should expect from us, our services and organization. The Brand Promise defines our entire organization and touches every aspect of HealthSource of Ohio.

Brand Character: *Friendly, Accessible, and Credible*. Every patient. Every encounter. Every employee. Every Conversation. Everyday! This is the personality of our Brand. It's our style, tone and language we use, and the purpose we serve. Our Brand Character drives our behavior and how the world sees HealthSource of Ohio and you.

The Brand Promise and the Brand Character empower you to provide quality care to every patient. We are passionate about making a real difference in the communities we serve.

JOB SUMMARY: Assist the optometrist on duty by conducting and recording pretest data. Interact directly with the patient. Support patient flow and perform ancillary testing. Responsible for daily maintenance of the exam/pretest rooms and maintaining monthly supply list.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Delivers the HSO brand promise of putting the patient/customer at the center of all we do.
2. Works well with children and takes initiative to explain process/test.
3. Shows empathy and willingness to create a positive experience and put patient at ease.
4. Supports daily patient flow.
5. Performs all pre-examination testing with accuracy and attention to detail.
6. Understands how to communicate testing process for patient comprehension.
7. Handles and files all patient records in an organized and efficient manner.
8. Demonstrates knowledge of scheduling and computer processing procedures.
9. Ensures pretest and exam room supply list is maintained on a daily/monthly basis.
10. Takes pride in the appearance of the exam/pre-test rooms and shows initiative in keeping areas clean, organized and professional looking.
11. Responsible for the maintenance and disinfection of equipment and testing tools.
12. Strong organizational skills and attention to details
13. Exhibits brand characteristics of Friendly, Accessible, and Credible.
14. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

1. N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty competently. The requirements listed below are representative of the knowledge, skill and/or ability required

CERTIFICATES, LICENSES, REGISTRATIONS:

- Ophthalmic certification required

LANGUAGE SKILLS:

- Strong communicator and listener to patients and associates
- Strong interpersonal skills
- Strong verbal/written communication skills

MATH SKILLS:

- Strong basic math skills

COMPUTER SKILLS:

- Familiarity with computers and calculators
- Proficient in Microsoft Excel, Word

Education and Experience: Check the **Minimum** requirements for education and experience for this position.

Education: *Check appropriate box*

- Basic Skill Set
- High School or Equivalent (GED)
- High School & Specialized Training (*min. 6 mos. - 2yrs.*)
- Associate Degree Preferred
- Bachelor's Degree
- Master's Degree
- PhD
- M.D./DO

Experience Required: *Check appropriate box*

- | | |
|--|--|
| <input type="checkbox"/> Entry Level | <input type="checkbox"/> 3 to 5 years |
| <input type="checkbox"/> 3 months – 1 year | <input type="checkbox"/> 5 to 7 years |
| <input checked="" type="checkbox"/> 1 to 2 years | <input type="checkbox"/> 8 to 10 years |
| <input type="checkbox"/> 2 to 3 years | <input type="checkbox"/> > 10 years |

Type of Experience:

Working individually with children of all ages

TRAVEL REQUIREMENTS: As needed

ENVIRONMENTAL CONDITIONS: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. (*List specific conditions for the position if any*)

Potential exposure to blood and body fluid:

- Category I** – *Performs tasks which involve exposure to blood, body fluid, or tissue.*
- Category II** – *Performs tasks which involve no exposure to blood, body fluid or tissue, but may perform unplanned Category I tasks.*
- Category III** – *Performs tasks that involve no exposure to blood, body fluid or tissue.*

PHYSICAL DEMANDS: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Activity: *(Check all that apply)*

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ACKNOWLEDGEMENTS:

We have discussed this form and agree that it is a fair and accurate description of the responsibilities and expectations of this position.

Employee Signature

Date

Supervisor Signature

Date