**West Cecil Health Center, Inc. & Qualified Subsidiaries**

**Job Description**

**Title:** Vision Technician **Job #:** 2105

**Department:** Vision **Reports to:** Medical Practice Manager

**FLSA Status:** Non-Exempt

**POSITION SUMMARY**

The Vision Technician will perform a wide variety of front desk tasks such as registering new patients,

scheduling appointments, handling insurance forms, accepting payments, screening telephone calls,

and verifying insurance for patients. Under the clinical supervision of the Optometrist, the vision technician will also be responsible for direct patient care in the clinical and optical setting and be comfortable assisting patients of all ages including infants and geriatric patients of various non-English ethnic backgrounds.

**ESSENTIAL FUNCTIONS**

* Assists the Optometrist with patient procedures, care and eye examinations.
* Schedules WCHC vision appointments as well as referral appointments as needed, completing the appropriate paperwork
* Takes patient medical histories and maintaining the patient records system
* Answers questions about medications, eyeglasses, and contact lenses
* Explains the testing process to patients, preparing them, and administering tests on visual capabilities.
* Tests visual acuity, depth perception, pressure and pupil reflexes
* Instructs patients on medical care as prescribed by the doctor's treatment plan and schedules follow up appointments as needed
* Performs minor maintenance and repairs on examination equipment
* Keeps the office organized and presentable, and making the exam room ready
* Keeps records and inventory, and documenting notes during examinations.

**KEY COMPETENCIES**

* Ability to organize and prioritize work appropriately.
* Excellent guest relations skills.
* Ability to proficiently complete tasks in a timely and independent manner.
* Experience and demonstrated abilities for working in a multicultural setting.
* Clerical skills acquired either through experience or through academic training.
* Good oral and written communication skills are highly desirable.
* Should have a strong commitment to the mission of West Cecil Health Center.

**SUPERVISORY RESPONSIBILITY**

* This position has no supervisory responsibilities

**POSITION TYPE AND EXPECTED HOURS OF WORK**

* This may be a full-time or part-time position. Days and hours of work will be scheduled Monday through Friday, between 8:00 a.m. and 7 p.m.

**LOCATION/TRAVEL**

* Located in West Cecil Health Center and/or its qualified subsidiaries.
* No travel is expected for this position.

**POSITION REQUIREMENTS**

***Education***

* High school diploma

***Experience***

* One year of experience working in medical office
* An Associate's degree as an optometric technician preferred
* An optometric technician certification preferred

***Preferred Experience***

* Minimum 1-year experience evaluating patients for eye exams and dispensing eye exam medications preferred

***Physical/Environmental***

* Hearing: Adequate to perform job duties in person and over the telephone.
* Speaking: Must be able to communicate clearly in person and over the telephone.
* Vision: Visual acuity adequate to perform job duties, including reading information form printed sources and computer screens.
* Requires frequent bending, reaching, repetitive hand movements, standing, Walking, sitting and lifting of less than 20 pounds

***Additional Eligibility Qualifications***

* Familiarity with medical terms associated with eye treatment

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_