



## TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

### OPTOMETRY ASSISTANT

<i>Program:</i>	<b>Optometry</b>	<i>Salary:</i>	<b>\$40,484 – 54,528</b>
<i>Supervisor:</i>	<b>Office or Clinic Manager</b>	<i>Salary Range:</i>	<b>6</b>
<i>FLSA Status:</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<i>Position Type:</i>	<b>Regular Full-Time</b>
TIHP Board Approved: 2/04/2022			

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### POSITION DESCRIPTION

Will assist optometrist in performing examination and diagnostic testing of patients. Duties will include assisting patients Optometry dispensing and contact lenses training.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Related duties as assigned.
- Assist patients and optometrist in taking medical and optic history.
- Perform diagnostic testing under supervision of Optometrist.
- Assist patients in the order and dispensing of spectacle and contact lens products.
- Train patients in the use and care of contact lenses.
- Coordinates eligibility process with the Toiyabe Contract Care office.
- Makes eyewear adjustments and repairs as needed.
- Maintains files on all Optometry patients and update as needed.
- Keeps a variety of frames on display for patient orders.
- Monthly review of aging reports.
- Facilitate referrals of patients to higher levels of care when necessary
- Coordinate patient care with satellite clinics and TIHP departments.
- Other job-related duties as needed.

### **REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- High School Diploma or equivalent.
- Two to three years optometric office experience.
- Experience with optometric and Optometry diagnostic measurement equipment.
- Must possess two to three years' experience in computer skills necessary for patient data entry and management.
- Knowledge of health insurance billing procedures and terminology helpful.
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
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- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

### **PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Bi-Lingual/Spanish Speaking
- Medical Assistant Experience.

### **ALL TIHP EMPLOYEES ARE EXPECTED TO:**

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

### **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. Sitting / Mobility: Approximately 20% of time is spent working at a

desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 25 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard Optometry instruments and equipment. Office equipment including, but not limited to computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment, with continuous contact with other staff and the public.

## **EMPLOYMENT INFORMATION**

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**EQUAL OPPORTUNITY EMPLOYER:** TIHP does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

**HIPAA Health Insurance Portability and Accountability:** This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

**DRIVING RECORD:** Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

**BACKGROUND CHECKS:** All employees must be able to pass a background check per Toiyabe's Background Check Policy.

***Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.***

## **EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of Directors reserves the right to revise this job description at any time and to require employees to perform other tasks

as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This acknowledgment will be placed in the employee's personnel file and copy given to employee.*