



Ophthalmic Technician

Description

We are currently looking for a full-time or part-time medical technician to join our busy practice. Flex hours are available from 9 a.m. - 12 p.m. or 10 a.m. - 1 p.m. or 2 p.m. - 5 p.m. This role includes, but is not limited to the following tasks:

Duties and Responsibilities:

- Obtain medical and eye history from patient and document information using the EHR system
- Prepare examination and treatment rooms
- Perform screening and testing (will train) to prepare the patient for doctor's exam including visual acuity, color vision testing, auto-lensometry, autorefraction, tonometry, Amsler grid, pupil evaluation, and other testing as needed
- Administer eye medications
- May assist physicians during minor surgical procedures.
- Will train to maintain and calibrate ophthalmic and surgical instruments
- Must have a clear understanding of company policies including the company manual

Requirements

Knowledge, Skills, and Abilities:

- Exceptional Customer Experience – Understands and anticipates customer needs, takes action to meet customer's needs. Strives to exceed customer expectations
- Proactive- Keep others informed. Ask for help when needed, brings service challenges to supervisor
- Drive for Results – Strives for improving the delivery of services with a commitment to continuous improvement
- Focus on Efficiency – Utilizes technology, innovation, and process improvements to continuously improve efficiency and effectiveness
- Teamwork- Participates as a team member and establishes strong working relationships with teammates and across the organization
- Celebrates Change- Receptive to new ideas and responds to changes with flexibility and optimism.
- Continues Learning and Improvement- Acknowledges own strengths and development needs and works to strengthen capabilities

Education:

- High School Diploma or equivalent required

- We are willing to provide training.
- Medical experience preferred but not required.

Our full-time employment package offers:

- Medical, dental, and vision insurance begins first day of the month following date of hire
- FSA and HSA
- Paid long-term disability (LTD)
- Paid LIFE and AD&D insurance
- Paid Time Off (PTO) and holidays
- 401k Plan

We are committed to a policy of non-discrimination and equal employment opportunity. All patients, employees, applicants, and other constituents of our clinical groups will be treated with respect and dignity regardless of race, national origin, gender, age, religion, disability, veteran status, marital/domestic partner status, parental status, sexual orientation, and gender identity and/or expression, other dimensions of diversity or common human decency. We value diversity in thought and culture and welcome highly skilled, capable, competent, collegial members to our team.