



## Job Description

# Optician

Springfield, IL

Prairie Eye Center is currently expanding our team and are looking for full-time Opticians to join our busy practice. Candidates will be able to:

- Use measuring devices to determine bridge and eye size, temple length, vertex distance, pupillary distance, and optical centers of eyes.
- Prepare lens/eyeglass orders.
- Verify that finished lenses reflect the patient's prescription.
- Assist patients in selecting frames that are appropriate for their prescription.
- Maintain records of patient prescriptions and orders.
- Verify patient insurance information and assist patient in understanding their available benefits.
- Recommend lenses, lens coatings and frames to suit patient needs.
- Adjust eyewear (Heat, shape, or bend plastic/ metal frames to fit patients).
- Instruct patients on how to wear and care for eyeglasses.
- Determine patient's current lens prescriptions, when necessary.
- Repair damaged frames.
- Arrange and maintain displays of optical merchandise.
- Other duties as assigned

## Requirements

### Knowledge, Skills, and Abilities:

- Strong professional interpersonal skills
- Excellent customer service and sales ability.
- Excellent communication skills.
- Strong organizational skills with attention to detail.
- Team oriented.
- Able to multi-task.

### Education:

#### Required:

- High school graduate or equivalent
- On-the-job training and experience in clinical work



**Preferred:**

- Certified or licensed as an optician
- Knowledge of medical terminology preferred
- Experience in a retail optical department or a similar environment
- Proficiency with computers and Microsoft programs

**Physical Requirements:**

- *Sitting, Standing, Bending, Reaching, Stooping, Walking and Lifting*
- *Ability to see, hear, and speak with sufficient capability to perform assigned tasks*
- *While primarily located in our Springfield office, occasional travel to other optical sites may be required. Reliable transportation and the ability to drive/travel is required.*

**Our full-time employment package offers:**

- Competitive salary
- 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
- Career growth and leadership development

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.