

# Optician (Aurora)



Location **Illinois**  
<https://www.genclassifieds.com/x-464702-z>

Optician

Description: The Optician designs, fits and dispenses corrective lenses for the correction of a patient's vision.

Licensed, Registered, Certified: Yes\* Refer to Qualifications

Primary Functions:

1. Provides an explanation of prescriptions written by optometrist.
2. Collection of frame and eye measurements including corneal width and thickness to ensure proper fit of glasses.
3. Assists clients with eyeglass selection and lens treatments including tints and coatings.
4. Creates work orders for lab technicians to ensure delivery of the proper lenses.
5. Adjusts eyeglasses to ensure proper fit
6. Performs minor repairs for broken frames.
7. Provides client education and instruction on proper eyeglass and contact lens utilization and care.
8. Keeps track of orders, prescriptions, and inventory.
9. Set up and maintenance of frame display.
10. Participates in quality improvement/assurance activities.
11. Organizes and coordinates the flow of patient related documents and correspondence including the movement and distribution of faxes, copies, letters files, reports, etc. as instructed.

12. Performs maintenance and repairs data base for electronic health records thru other information systems and scanning of documents.
13. Services as an interpreter for the optometrist.
14. Participates in community outreach initiatives of the optometric profession to inform clients of services.
15. Maintains and acquires inventory and stock in relation to requests of clients to meet state organization and accreditation of association requirements.
16. Familiarizes and complies with all VNA policies and procedures.
17. Meets standards of behavior expectations.
18. Follows established guidelines for use and/or disclosure of protected health information. Employee will report any breach of the Health Insurance Portability and Accountability Act (HIPAA) rules to the attention of their manager and to the Privacy Officer (Vice President of Operations/COO) immediately. Failure to comply with HIPAA policies and procedures will result in disciplinary action, up to and including termination of employment.
19. Other duties as assigned.

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Qualifications:

1. High school diploma or equivalent required, college degree preferred.
2. Successful completion of the American Board of Opticianry (ABO) and the National Contact Lens Examiners (NCLE) exams preferred.
3. Completion of an apprenticeship and a minimum of one or more years of experience working as an apprentice optician or optician preferred.
4. Previous experience working in a community health organization preferred.
5. Bi-lingual in Spanish/English as follows: Reading - Preferred. Written -- Preferred. Speaking -- Required.
6. Experience with electronic health records systems and software preferred.
7. Maintains current CPR certification
8. Must be able to read and interpret clinical data.
9. Knowledge and proficiency in Microsoft applications, including Word and Excel.
10. Ability to communicate and cooperate effectively with clients, professionals and community based contacts.

\*Please refer to contract for all other required qualifications.

Essential Functions/Physical Requirements:

1. Must be able to speak English/Spanish clearly and fluently.
2. Must have mobility sufficient to provide care to a variety of patients at an adequate pace.
3. Must have manual dexterity sufficient to perform procedures usually performed in this specialty.
4. Ability to sit or stand for prolonged periods of time.
5. Ability to drive a car.
6. Ability to wear a particulate mask.