

## **SCCF Optician**

### **Job Description**

You will provide support as part of the mobile vision clinic team, working collaboratively with the contracted optometrist.

Duties Include:

- Assisting seniors with eyeglass frame and lens selection at mobile vision clinics
- Dispensing new eyewear to patients at follow-up clinics
- Adjusting seniors' glasses
- Entering optical information into the electronic health record system
- Sending eyewear orders to labs, working with labs to ensure timely processing
- Checking received glasses from the labs for accuracy, managing remakes
- Managing eyeglass frame inventory, working with frame vendors
- Acts professionally as representative of the SCCF at all times
- Follows all SCCF policies and procedures
- Works with other SCCF staff to uphold the mission of the Foundation
- Other duties as assigned

### **Qualifications and Skills:**

- Optical experience required, preferably 2-3 years
- Education and experience working with the senior population
- Education and experience working with individuals with low-income
- Ability to work independently with little to no supervision
- Excellent organization skills
- Must be able to maintain patient confidentiality
- Strong computer proficiency including Microsoft Office and Google programs
- Ability to communicate effectively in English, both orally and in writing
- Proficiency in communications in Spanish preferred
- Must be able to pass a criminal background check
- Must be willing to travel
- Must have a good heart and be friendly and kind to our Seniors - skills can be taught, loving kindness must be inherent.

### **Salary & Benefits**

Hours: Part time as needed depending on number of clinics scheduled, with optimal scheduling of one vision clinic per week and one follow-up / dispensing clinic per week. Vision clinics are typically 9am-5pm. The optician will need to arrive at the clinic location by 8:30am for set up. Dispensing clinics are around two hours.

Rate: \$18.00/hr to start dependent on personal qualifications and experience

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### **Location & Travel**

This is a mobile position that requires the individual to be onsite at senior locations for the provision of mobile clinics.