

Conexus is seeking Program Technicians to provide our technology-based vision screenings in school divisions throughout Virginia. Conexus Program Technicians are considered the “face of the organization”. Primary responsibilities include the full service delivery of our comprehensive technology-based vision programs to our partners and requires regular interaction with school administrators and staff, children, parents, organizational leadership, community volunteers, public officials, and the general public. Program delivery involves a wide range of activities including: program marketing; scheduling; delivery; processing; and follow-up.

The following outlines basic daily duties of a program technician. Training is provided.

1. Participate in the scheduling and coordination of vision programming
2. Prepare paperwork and equipment for vision programming
3. Conduct technology-based vision screenings and/or participate in mobile vision programs
4. Participate in processing results to be returned to our partner schools
5. Manage follow up resources and tracking of follow up reporting
6. Market/expand the program to new partners and/or new areas

Required Qualifications:

Training on the equipment and process is provided. Knowledge, Skills, and Abilities: • Excellent organizational and communication skills • Ability to multi-task and problem solve • Computer proficiency, including Microsoft Office, data entry, and Windows. Primary tasks involve work in Excel and uploading results to an online platform; functional knowledge of Excel is required. • Ability to learn new technology and processes • Ability to work independently with minimal supervision • Strong orientation to teamwork Requirements: • Regular day travel and occasional overnight stays. All travel expenses are fully covered by Conexus. Flexibility required in work hours. Must have a valid driver’s license. • Successful credentialing which includes acceptable returned responses on the following: VA State Police Sex offender and Crimes Against Minors Check; VA Department of Social Services Child Protective Services Central Registry Check; TB testing; DMV report. • This is an active position; program technicians must be able to be mobile and work at a fast pace throughout the workday. • Associate’s or Bachelor’s degree preferred, or equivalent combination of training and experience.

Salary:

\$25,000 - \$32,000 yearly with bonus potential

Benefits:

School-based schedule with generous paid time off for summer break and school holidays. Generous retirement plan. Health insurance.

How to apply:

Email your resume and optional cover letter to Melissa@ConexusVision.org.