

JOB DESCRIPTION

The Mobile Clinic Manager is responsible for the administration and management of the day-to-day delivery of the Mobile Clinic Program which includes the supervision of staff who work both on-site and in the field. This role requires regular interaction with Conexus staff and leadership, contracted Optometrists, school administrators and staff, children, parents, organizational leadership, community volunteers, public officials, and the general public.

Duties:

The Mobile Clinic Manager must be a skilled problem solver, able to function in a fast-paced environment with flexibility and proficiency across all clinic-related tasks while maintaining the highest quality of service. The following outlines basic daily/regular duties related to the Mobile Clinic Manager position; however, this list is not meant to be exhaustive and may change or be added to:

1. Coordinates with Director of Community Programs on mobile clinic schedule
2. Coordinates with Director of Community Programs on dispensing schedule
3. Creates daily/weekly activity log/goals for Onsite Opticians:
 - Effectively communicates daily workflow to Onsite Opticians
 - Monitors daily workflow for timeliness, quality and output
4. Establishes and monitors weekly protocols for Mobile Clinic Opticians:
 - Ensures timely processing of screenings
 - Ensures timely input of lab orders
 - Ensures quality control of clinic delivery
 - Ensures weekly clinic checks through collection of weekly inspection logs
 - Equipment inspection
 - Inventory review
 - Cleaning
 - Paperwork management
5. Supports and manages all clinic logistics to include:
 - Vehicles for dispensings in collaboration with Director of Community Programs
 - Delivery/pick-up of clinic paperwork
 - Scheduling dispensings for replacement glasses and external RX
 - Scheduling of replacement and external RX production
6. Attends one day (partial or full) of mobile clinic service per month and performs quality control visits for all Mobile Clinic Opticians as needed.
7. Acts as back up Onsite or Mobile Clinic Optician as needed due to absences, shortages or rescheduling conflicts
8. Creates weekly activity logs/goals for Mobile Clinic Technicians
 - Effectively communicates daily workflow
 - Monitors daily workflow for timeliness, quality and output
9. Manages and reports on all inventory:
 - Frames
 - Glasses cases and cloths
 - Lenses
 - Optical equipment
10. Acts as primary resource for monitoring and establishing Opticianry protocols.
11. Works in collaboration with Director of Community Programs for onboarding and training of Mobile Clinic Technicians, Onsite Opticians and Mobile Clinic Opticians
12. Conducts bi-annual reviews for Mobile Clinic Technicians, Onsite Opticians and Mobile Clinic Opticians.

Knowledge, Skills, and Abilities:

- Licensed Optician in Virginia
- Management skills and previous management experience required
- Strong attention to detail; outcome/accuracy/quality-oriented
- Excellent organizational and communication skills
- Ability to multi-task and effectively problem solve
- Computer proficiency, including Microsoft Office and Windows
- Ability to learn specialized technology; training will be provided
- Ability to foster and strengthen a team culture

Requirements:

- Licensed Optician with a minimum of five years of experience
- Previous management experience
- 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, valid VA driver's license.
- This is an active position; program staff must be able to be mobile, work at a fast pace throughout the workday, and handle equipment weighing up to 75 lbs.
- Must maintain a neat and professional appearance; professional conduct is required.

Supervision:

The Mobile Manager is part of the Conexus program team, and is expected to work independently with minimal supervision for day-to-day activities. This position currently oversees the work of four Mobile Clinic Opticians, two Onsite Opticians, and one Mobile Vision Technician. The Mobile Manager works under the direction of the Conexus Director of Community Programs.

Benefits:

- Annual uniform/clothing allowance
- Monthly cell phone allowance
- Healthcare allowance
- Retirement with up to 7% company match
- Opportunity to earn performance based bonus – up to 15% of annual salary
- 48-week work schedule, PLUS: 2 weeks paid vacation for Christmas, 1 week paid vacation for spring break, standard national holidays
- No nights or weekends
- The opportunity to work with an amazing team and make a difference in the lives of children across Virginia

Starting pay range is \$60,000 - \$65,000 based on qualifications and experience.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities and requirements of the position; they are intended to be guidelines of those principal job elements essential for reviewing job performance.