

JOB DESCRIPTION

Mobile Clinic Opticians are members of the collective Conexus program staff and work in direct support of the Mobile Vision Clinic program. Conexus program staff are considered the “faces of the organization” and interact regularly with school administrators and staff, young children, parents, organizational leadership, community volunteers, public officials, and the general public.

Duties:

Mobile Clinic Opticians must function with flexibility and proficiency across all mobile clinic-related tasks and must be able to work in a fast-paced clinic environment while maintaining the highest quality of service. The following outlines basic daily/regular duties related to the Mobile Clinic Optician position. This list is not meant to be exhaustive of all possible job functions and may change or be added to:

1. Manages and oversees the daily operation of a Conexus Mobile Vision Clinic
 - Maintains clinic schedule created by Conexus Director of Community Programs
 - Communicates clinic instructions to schools and acts as point person for clinic delivery
 - Set up, breakdown and transport of mobile vision lane
 - Maintains assigned mobile clinic and equipment through weekly log monitored by Mobile Clinic Manager
2. Provides 4 days of mobile clinic service per week
3. Provides 1 day of glasses dispensing per week
4. Inputs clinic screening results daily
5. Inputs clinic lab orders daily
6. Provides back-up support to Mobile Clinic Technicians if necessary

Knowledge, Skills, and Abilities:

- Licensed Optician in Virginia
- Attention to detail; outcome/accuracy/quality-oriented
- Excellent organizational and communication skills
- Ability to multi-task and problem solve on demand
- Computer proficiency, including Microsoft Office and Windows
- Ability to learn specialized technology; training will be provided
- Ability to work independently with minimal supervision; promptness and dependability are a must
- Strong adaptability to team driven outputs

Requirements:

- Local day travel; flexibility required in work hours based around assigned school hours. Must have a valid VA 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 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:

Mobile Clinic Opticians are expected to work independently with minimal supervision at the direction of the Mobile Clinic Manager.

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
- 42-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 salary \$52,000 dependent 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.