

JOB DESCRIPTION

Mobile Technicians are members of the collective Conexus program staff and work as administrative support of the Mobile Vision Clinic program. This is an office based position.

Duties:

The following outlines basic daily duties of a Mobile Technician. This list is not meant to be exhaustive of all possible job functions and may change or be added to. Conexus programs use the most current and appropriate technology; systems and processes are assessed and modified continuously to uphold best practice standards and meet the needs and expectations of our partners.

1. Prepare weekly paperwork in support of the Mobile Vision Clinics scheduled delivery
2. Works from Optician prepared lab orders to pull frames and prepare for shipment to lab
3. Support the monitoring of inventories – mobile clinic consumables
4. Support final inspection of glasses by preparing paperwork and organizing materials
5. Print and finalize screening materials for clinic-based vision screenings
6. Support the Mobile Clinic Manager as directed through weekly activity logs/goals

Knowledge, Skills, and Abilities:

- Excellent organizational and communication skills
- Excellent attention to detail
- Ability to multi-task and problem solve
- Computer proficiency, including Microsoft Office, data entry, and Windows -- 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.

Supervision:

The Mobile Technician works independently with daily oversight and supervision from 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 15% bonus

- 42-week annual 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

Hiring \$38,000 -- \$40,000 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.