

JOB DESCRIPTION

Onsite Opticians are members of the collective Conexus program staff and work in direct support of the field work of the Mobile Vision Clinic. 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:

Onsite 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 Onsite Optician position. This list is not meant to be exhaustive of all possible job functions and may change or be added to:

1. Follow the daily/weekly workflow expectations set forth by the Mobile Clinic Manager to ensure timely program delivery
2. Receive and final inspect incoming glasses for final dispensing, as per posted standard operating procedures
3. Dispense glasses multiple days/week, as per posted standard operating procedures
4. Process orders for replacement glasses at the direction of the Mobile Clinic Manager
5. Act as a backup Mobile Clinic Optician if necessary due to absences or scheduling conflicts
6. Communicate/coordinate dispensing information to schools at the direction of the Mobile Clinic Manager
7. Provide 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
- 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:

Onsite 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 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

Starting at \$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.