

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

POSITION TITLE: Optometrist
POSITION NUMBER: 09013
DEPARTMENT: Eye Care
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Eye Care Director
SALARY: E09 \$76,558/Anually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: October 28, 2016
CLOSING DATE: November 4, 2016
Transfer Deadline: November 4, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist with development, documentation and refine the operating procedures used in the Optometric department.
2. Examine eyes, using observation, instruments and pharmaceutical, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma or color blindness.
3. Analyze test results and develop a treatment plan.
4. Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids.
5. Prescribe medications to treat eye diseases.
6. Educate and counsel patients on contact lens, visual hygiene, lighting arrangements and safety factors.
7. Consult with and refer patients to other health care practitioner if additional medical treatment is determined necessary.
8. Remove foreign bodies from the eye.
9. Provide patients undergoing eye surgeries, such as cataract and laser vision correction, with pre- and post-operative care.
10. Prescribe therapeutic procedures to correct or conserve vision.
11. Provide vision therapy and low vision rehabilitation.
12. Order and provide primary interpretation of laboratory studies.
13. Record organized, legible entries in patient record, including referrals and correspondence with outside Physicians and Optometrists.
14. Participate in Head Start and Tribal school screenings as needed.
15. Provide ongoing training for para-optometric personal in the areas of optometric assistant and optical procedures.
16. Attend continuing education courses to keep informed of new technology and advances in the optical industry.
17. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
18. Contribute to a team effort and accomplishes related results as required.
19. Adhere to all Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

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DUTIES AND RESPONSIBILITIES: (Cont.)

20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, handle, feel; reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl and be able to reach out and pick-up and hold small objects; stand; walk; and talk, hear.
2. Occasionally lift and/or move up to twenty five (25) pounds.
3. Work is generally performed in a medical office setting.
4. Evening and/or weekend work or extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of patient care charts and patient histories.
2. Knowledge of clinical operations and procedures.
3. Knowledge of computer systems, servers, and work stations.
4. Knowledge of medical insurance and third party payment systems and procedures.
5. Knowledge of ocular procedures and screenings.
6. Knowledge of modern office practices, procedures, and equipment.
7. Knowledge and understanding of all aspects of ocular photography, including fundus photography.
8. Knowledge of diabetes and how it affects the retina is required.
9. Knowledge of ICD-10 coding and insurance billing is required.
10. Knowledge of therapeutic pharmaceuticals.
11. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
12. Knowledge of management techniques.
13. Skill in performing ocular screening examinations, refraction, and visual acuity testing, using ETDRS or other standardized means.
14. Skill in the use of personal computers and related software applications.
15. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
16. Ability to read and interpret medical records.
17. Ability to operate and use a keratometer, lensometer, visual field analyzer, topographer, fundus camera, HRT, NCT tonometer, pupilometer, auto refractor and blood glucose monitor.
18. Ability to maintain quality, safety, and/or infection control standards.
19. Ability to utilize, calibrate, configure and/or troubleshoot testing systems and instruments.
20. Ability to communicate effectively in the English language, both verbally and in writing.
21. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
22. Ability to handle multiple tasks and meet deadlines.
23. Ability to management optometric office.
24. Ability to demonstrate excellence and continually seek improvement in results.
25. Ability to understand and follow specific instructions and procedures.
26. Ability to test computer equipment.
27. Ability to supervise staff.
28. Ability and willingness to provide strong customer service orientation.
29. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days
30. Ability to obtain First Aid Certification and CPR certification.
31. Must be willing and able to obtain additional education and training.
32. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
33. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department)**
34. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS: (Cont.)

35. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
36. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Doctor of Optometry Degree; Wisconsin License to practice Optometry including certification in the use of diagnostic and therapeutic pharmaceuticals.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**