

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

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



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

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

Phone: (920) 496-7900
Fax: (920) 496-7490

SECOND POSTING OPEN TO ENROLLED ONEIDA TRIBAL MEMBERS

POSITION TITLE: Optometric Systems Coordinator
POSITION NUMBER: 01690
DEPARTMENT: Eye Care
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Optometric Supervisor
SALARY: NE9 \$20.51 per hour (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: October 14, 2020
CLOSING DATE: October 21, 2020
Transfer Deadline: October 21, 2020
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

Coordinates the Optometric Systems and procedural duties to include, inventory management, Optic system management, and workflow. Assist Optometrist in ocular screening. Assist the Optometrist in gathering measurements with peripheral ocular equipment. Assist and educate patients with selection of eyeglass frames, contact lenses and lens enhancements. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Serve as main contact person for the Oneida Eye Care department computer system (Compulink) duties will include
 - a. Develop Standard Operating Procedures for system operation.
 - b. Test system for upgrades and computer compatibility and customization.
 - c. Coordinate any modifications and/or implementation of system upgrades, system updates or system processes.
 - d. Test and maintain interfaces between Optical and the Health Center's billing software.
 - e. Provide training and support for staff on any updates or modifications to systems.
 - f. Work with Central MIS as subject matter expert for Compulink along with acting as System Administrator for software as applicable.
 - g. Ensure Frame and Lens prices are accurate, and product is available for patient purchase.
2. Perform Optometric Technician support for Doctors and patients.
 - a. Perform ocular screening examinations, refraction, and visual acuity testing, using various standardized means.
 - b. Perform ocular photography, low vision, field of vision, topography and laser scanning devices.
 - c. Collect, organize, and maintain photographic and other medical data.
 - d. Assist and educate patients with the selection of frames, contact lenses and lens enhancements based on the patient's prescription and specific needs.
 - e. Process eyeglass and contact lens orders, which includes pricing, measuring, billing, coding and documenting patient charts.
 - f. Teach new contact lens wearer on how to insert, remove, clean and care for lenses.
 - g. Arrange patient referrals to other providers as needed. Maintain follow-up system to those referred.
3. Attend Comprehensive Health Information Management meetings.
4. Serve on Meaningful Use team to ensure Optical Department is meeting the regulations set by the government for information technology requirements for the clinic.

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DUTIES AND RESPONSIBILITIES(Cont.):

5. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
6. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
7. 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, use hands, handle, or feel; reach with hands and arms; and be able to reach out and pick-up and hold small objects.
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 are 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 optical operations and procedures.
3. Knowledge of computer systems, servers, and workstations.
4. Knowledge of medical insurance and third-party payment systems and procedures.
5. Knowledge of modern office practices, procedures, and equipment.
6. Knowledge and understanding of all aspects of ocular photography, including fundus photography.
7. Knowledge of diabetes and how it affects the retina is required.
8. Knowledge of ICD-10 coding and insurance billing is required.
9. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
10. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
11. Ability to read and interpret medical records.
12. Ability to operate and use a keratometer, lensometer, visual field analyzer, topographer, fundus camera, HRT, NCT tonometer, pupilometer, auto refractor is required.
13. Ability to maintain quality, safety, and/or infection control standards.
14. Ability to utilize, calibrate, configure and/or troubleshoots testing systems and instruments.
15. Ability to communicate effectively in the English language, both verbally and in writing.
16. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
17. Ability to handle multiple tasks and meet deadlines.
18. Ability to carry out instructions furnished in verbal or written format.
19. Ability to work independently with minimal supervision.
20. Ability to demonstrate excellence and continually seek improvement in results.
21. Ability to understand and follow specific instructions and procedures.
22. Ability and willingness to provide strong customer service orientation.
23. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
24. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
25. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
26. Health Insurance Portability and Accountability Act (HIPAA) training is required within thirty (30) days and annually thereafter.
27. Must be willing and able to obtain additional education and training.
28. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
29. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant

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STANDARD QUALIFICATIONS:(Cont.)

30. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation Gaming Division.
31. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational 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's Vehicle Driver Certification and Fleet Management Law 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.

- 1.

MINIMUM QUALIFICATIONS:

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

1. Two (2) years of technical experience which includes advanced experience with electronic information processing working with an eye care computer system and two (2) years of work experience in patient history, visual screening, retinal photography, visual field analyzing and contact lenses. An equivalent combination of education and experience may be considered.
2. Certification through a National Eye Care Association and/or completion of a formal Eye Care training program. Must maintain certification during employment.

ITEMS TO BE SUBMITTED:

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