

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Optometric Technician
POSITION NUMBER: 01319
DEPARTMENT: Optical
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Optometric Supervisor
SALARY: NE8 \$18.65/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 10, 2018
CLOSING DATE: Until Filled
Transfer Deadline: May 17, 2018
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

Perform ocular screening and assist the Optometrist in gathering measurements with peripheral ocular equipment. Assist and educate patients with selection of eyeglass frames, contact lenses and lens enhancements. Order and dispense contact lenses, repair and adjust eyeglasses. Provide office support and assist customers with appointments. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Perform ocular screening examinations, refraction, and visual acuity testing, using various standardized means.
2. Perform ocular photography, low vision, field of vision, topography and laser scanning devices.
3. Collect, organize, and maintain photographic and other medical data.
4. Assist and educate patients with the selection of frames, contact lenses and lens enhancements based on the patient's prescription and specific needs.
5. Process eyeglass and contact lens orders, which includes pricing, measuring, collecting money, coding and documenting patient charts.
6. Perform optical billing functions and enter data into appropriate systems.
7. Teach new contact lens wearer how to insert, remove, clean and care for lenses.
8. Repair and adjust eyeglasses while ensuring patient satisfaction.
9. Maintain inventory of contact lenses, eyeglass frames, accessories, tools and office supplies.
10. Provide office support by answering incoming calls, scheduling appointments and checking in patients for appointments.
11. Maintain clean, organized and stocked eyeglass displays.
12. Arrange patient referrals to other providers as needed. Maintain follow-up system to those referred.
13. Assist with school vision screenings as needed.
14. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
15. Reconcile daily deposits and sales at the end of shift.
16. Contribute to a team effort and accomplishes related results as required.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

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DUTIES AND RESPONSIBILITIES: (Cont.)

19. 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; reach with hands and arms; talk and hear.
2. Occasionally sit, stoop, or kneel.
3. Work is generally performed in a medical office setting.
4. Evening and/or weekend work 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 modern office practices, procedures, and equipment.
2. Knowledge and understanding of all aspects of ocular photography, including fundus photography.
3. Knowledge of diabetes and how it affects the retina.
4. Knowledge of ICD-10 coding and insurance billing.
5. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
6. Knowledge and skill in records maintenance.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment. Skill in performing ocular screening examinations, and visual acuity testing, using ETDRS or other standardized means.
8. Ability and willingness to provide strong customer service.
9. Ability to read and interpret medical records.
10. Ability to operate and use a keratometer, lensometer, visual field analyzer, topographer, fundus camera, HRT, NCT tonometer, pupilometer, auto refractor.
11. Ability to maintain quality, safety, and/or infection control standards.
12. Ability to utilize, calibrate, configure and/or troubleshoot testing systems and instruments.
13. Ability to communicate effectively in the English language, both verbally and in writing.
14. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
15. Ability to handle multiple tasks and meet deadlines.
16. Ability to carry out instructions furnished in verbal or written format.
17. Ability to work independently with minimal supervision.
18. Ability to obtain First Aid Certification and CPR certification.
19. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
20. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
21. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
22. Must be willing and able to obtain additional education and trainings needed.
23. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
24. 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.
25. 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's Gaming Division.
26. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary 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 Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

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

1. Experience in utilizing electronic health records.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement.
2. Eye Care Related Diploma from an accredited College or University; two (2) years of work experience in patient history, visual screening, retinal photography, visual field analyzing, NCT tonometer and contact lenses; or Certification through a National Eye Care Association with two (2) years of work experience in patient history, visual screening, retinal photography, visual field analyzing, blood glucose monitoring and contact lenses; and/ or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

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