

Center for Sight & Hearing Position Description

Position title: Optometrist
Status: Full-time/Exempt
Reports to: VP of Professional Services
Direct reports: Vision Clinic Staff
Department: Professional Services

Position Purpose

This Optometrist provides clinical services to Vision Clinic patients, including vision examinations and eye health screenings, low vision evaluations, prescription of lenses and frames, recommendations for vision and low vision aids and devices, and referrals to internal and external resources. The Optometrist establishes and maintains referral relationships with regional ophthalmologists, optometrists, physicians, other medical personnel, as well as government agencies and professional organizations.

- **Knowledge & Education**

- Doctor of Optometry degree from an accredited institution
- Hold an optometry license in Illinois and Wisconsin
- Medicaid and Medicare provider eligibility
- TPA and DPA certified
- Knowledge and experience with low vision aids and equipment
- Current with eye-related research and issues related to vision/low vision

- **Skills**

- Experience with pediatric, adult, and geriatrics
- Experience with and use of electronic medical records software
- Problem-solving skills
- Ability to use Microsoft Office (Excel, Outlook, Word, PowerPoint)
- Effective communications, both oral and in written
- Excellent organizational skills
- Experience with and understanding of hearing loss is a plus

A. Essential Job Functions

- **Serve as the lead employee for comprehensive and state of the art vision services:**

- Performs vision examinations and evaluations on patients; prescribes appropriate equipment and devices; writes orders for vision aids; completes charting in a timely fashion according to Medicare and Clinic guidelines; records patient reports; provides fittings and repairs; oversees the patient's overall vision health and referrals to internal and external resources; assists with billing of services as needed; meets the professional requirements of Medicare/Medicaid and other payor sources.
- Oversees the programs and services provided through State of Illinois contracts for low vision individuals; Performs low vision examinations, prescribes appropriate equipment and devices, and refers patient's to internal or external resources for low vision rehabilitation. Ensures timely reporting and performance goals are met.
- Represents the Center and the Vision Clinic by performing community and professional outreach, education, and information on vision loss issues through presentations, events, and workshops. Markets low vision clinic programs and services to referral sources to increase Center visibility and Low Vision clinic awareness.

- In conjunction with the VP of Professional Services and the Center's strategic plan, expands vision and low vision services to meet regional needs. Actively participates in the development of and expansion of the Vision Clinic by assisting in the development, revision and evaluation of programs and services to ensure high standards and quality care. Assists in the development, and implementation of the Professional Services annual budget and accomplishing its target goal.
 - Keeps current with vision industry best practices, vision research, and state and federal vision licensure.
- **Internal and external interactions:**
 - Actively communicate with other employees and participate in committees to accomplish strategic objectives
 - Serve as a CSH Brand Ambassador in all settings
 - Work with vendors, donors, and the public and represent the Center in a polite and professional manner
- **Other Duties**
 - Participate in employee meetings, training, and Center activities
 - Maintain CPR and First Aid certification offered by the Center
 - Support Center activities and events whenever possible
 - Actively participate in direct marketing of the Center
 - Other duties as requested
- B. Problem Solving & Decision Making**
- Prioritize own work
 - Develop short- and long-range objectives and plans to meet job duties
 - Check the quality and timeliness of own work
 - Check the quality and timeliness of other's work
 - Identify additional training needed to improve work performance
- C. Equipment Used**
- Telephone, voice mail, computer, printer, scanner, copier, A/V equipment, postal machine
 - Optometric and Ophthalmologic equipment and supplies
- D. Physical Requirements**
- Understand what others say to you
 - Work with individuals with disabilities
 - Hear and speak on the phone
 - Ability to sit for long periods
 - Occasionally lift up to 25 pounds

This position description in no way states or implies that the above are the only duties to be performed by this employee. This position description is not meant to be an exhaustive list of job duties. Essential elements and functions may change when necessary.

The Center for Sight & Hearing conducts reasonable background checks for all positions.

The Center for Sight & Hearing provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

Employee: _____
(print name) (signature) (date)

I have read the contents of this position description and understand that it is an overview of the position.

Supervisor: _____
(print name) (signature) (date)

President: _____
(print name) (signature) (date)

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