



LANDMARK STAFFING

Position: Ophthalmic Technician

Location: Grand Junction, CO

Type: Full Time Monday - Friday 8:30 a.m. - 5:00 p.m.

Wage:\$18.00/ hour

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily:

- Reviews patient charts to ensure completeness and accuracy of information. Performs testing required by type of exam scheduled, patient complaint and history.
- Acts as a scribe while a physician examines patients entering data into electronic medical records or handwrites in paper charts, oversees patient flow.
- Is able to take an ocular and systemic history and accurately record visual acuity. Is able to perform lensometry, refractometry, applanation tonometry, basic muscle balance testing, assess pupils, assess the anterior chamber, confrontation visual fields, and gross external exam. Administer diagnostic tests.
- Administer topical ophthalmic oral medication under the direction of the physician.
- Assist with in-office procedures ensuring proper informed consent is obtained, sets up and cleans up from procedures.
- Perform advanced ophthalmic procedures.
- Assists in training of other ophthalmic assistants.
- Assists with patient education.
- Maintains cleanliness and orderliness of exam rooms during the work day.
- Complies with all practice procedures and protocols. Complies with all State and Federal regulations. Understands and accepts responsibility to report potential or suspected errors to supervisor or Compliance Officer.
- Maintains a positive attitude consisting of cooperation, self-motivation, courtesy, and professionalism.

QUALIFICATIONS:

- High school diploma or equivalent
- 1 years of Medical Office experience or Ophthalmic Technician experience
- Background Check
- Vaccinated against COVID preferred

SKILLS & ABILITIES:

- **Accountability** – Ability to accept responsibility and account for his/her actions or work performed. Willing to accept constructive criticism.



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- **Accuracy** – Ability to perform work accurately and thoroughly with attention to all details of a project or task.
- **Adaptability** – Ability to adapt to and facilitate change in the workplace.
- **Communication** – Ability to communicate effectively with others using good listening skills and the spoken word. Ability to write clearly and concisely using good grammar and spelling.
- **Empathetic** – Ability to appreciate and be sensitive to the feelings of patients and co-workers. Exhibits a cheerful demeanor with the ability to display good-natured tolerance of delay or adversity.
- **Essential Job Functions** – Ability to perform the Essential Job Functions of this position.
- **Initiative** – Ability to make decisions or take actions to solve a problem or reach a goal. Desire to excel, attempting non-routine tasks.
- **Judgment** – The ability to formulate a sound decision using the available information.
- **Organized** – Possessing the trait of being organized or following a systematic method of performing a task.
- **Reliability** – Can be relied upon to demonstrate reliability in attendance and punctuality.
- **Team Player** – The ability to work with others and independently for a common goal. Puts aside own individual needs to work toward the larger group objective and reinforces the contribution of others.

Computer Skills

Good computer skills. Able to navigate between screens: able to accurately enter data.

Able to type 45 words per minute.