

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	OPTOMETRIC ASSISTANT
JOB NUMBER	3821
NUMBER OF POSITION/S	1
NOC CODE	3414
CLOSING DATE	2020-11-23
LOCATION	St. James-Assiniboia
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	\$12.75 - \$15.50
WAGE DETAILS	Based on Qualifications and Experience.
JOB TERMS	Full time
JOB DESCRIPTION	<ul style="list-style-type: none"> - The successful applicant must be fluent in spoken and written English and must have demonstrated capability dealing with various people demographics. - Knowledge and experience in the use of Accuro EMR (Electronic Medical Records) is desirable, however, training will be provided to the candidate that is hired. - - Computer usage knowledge is very essential since we are a 99% electronic environment. - Applicants that have previous experience in an Optometric Clinic environment will be an advantage, however, the individual hired will be provided the necessary training for successful transition to our environment.
JOB DUTIES	<ul style="list-style-type: none"> - Keep office manager up-to-date on what supplies are needed for pre-exam area and exam rooms - Office appearance/cleaning - exam rooms, pre-testing rooms - Back-up front desk/receptionist with phones/greeting - Assist front desk with billing, patient registration, and checking patients out - Assist doctor with referrals - Assist with close-out procedure at end of day - Prepare exam room for patient (wipe down equipment, set-up phoropter) - Ensure triaging of Patient is accurate according to Patient history - Pre-testing of patient using equipment, such as, FDT (Frequency Doubling Technology &#65533; Visual Field Screening), Auto-Refraction / Auto-K&#65533;s, NCT (Non-Contact Tonometer) - Review importance of annual exams with patients - Set up phoropter to patients most recent refraction or to their current distance Rx in the Exam Room - Escort patients to and from pre-exam area to exam room - Assist Doctor as needed - Maintain updated stock/inventory for all trial contact lenses

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JOB DUTIES	<ul style="list-style-type: none">- Maintain updated pamphlet / patient information on CL options, information on all rebates (coupon or online)- Call patients for Contact Lens pick-up and verify if Contact Lens check is required at pick up or later date- Order Contact Lens from Vendors or Contact Lens trials as requested by doctors- Maintain inventory of Contact Lens Stock, trials and retail solutions- Meet with contact lens company / solution reps as needed- Report to Assistant Manager and/or Office Manager
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none">- The successful applicant must be fluent in spoken and written English and must have demonstrated capability dealing with various people demographics.- Knowledge and experience in the use of Accuro EMR (Electronic Medical Records) is desirable, however, training will be provided to the candidate that is hired. -- Computer usage knowledge is very essential since we are a 99% electronic environment.- Applicants that have previous experience in an Optometric Clinic environment will be an advantage, however, the individual hired will be provided the necessary training for successful transition to our environment.
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.
JD	Norm Mayer