

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-19-02



**POSITION TITLE: Optometrist**

**CLOSING DATE: 01/23/2019**

### **Position Summary:**

Under general supervision of the Chief Optometrist, assesses patient needs, and plans and delivers comprehensive eye care and associated services to patients; provides patient education; upholds the principles of WIHCC's Vision, Mission, and Value Statements; maintains confidentiality of all privileged information at all times.

*The following list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality
- Performs comprehensive eye exams
- Manages acute, chronic and wide-ranging eye conditions in an at-risk population with utilization of advanced diagnostics and therapeutics
- Examines patients for symptoms indicative of organic or congenital ocular disorders, and determines nature and extent of injury or disorder
- Performs various tests to determine vision loss
- Documents patient's vision diagnosis and treatment accurately, and according to current standards of care
- Prescribes and administers diagnostic and therapeutic medications as indicated
- Writes prescriptions for corrective glasses and instructs patients in eye care
- Serves as a clinical consultant for eye based concerns and visual aspects of public health matters; supervises staff in the absence of the Chief Optometrist
- Follows all applicable laws and regulations
- Informs the patient of diagnosis and treatment needs and options in such a way that the patient understands and can make an informed decision
- Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards
- Ensures communication within the department and with other departments is professional and ongoing to allow for effective operations
- Provides, participates in and attends in-service and educational programs to improve and learn new skills
- Upholds all principles of confidentiality and patient care to the fullest extent
- Adheres to all professional and ethical behavior standards of the healthcare industry
- Adheres to all WIHCCs Personnel Policies and Procedures
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors
- Possesses cultural awareness and sensitivity
- Maintains compliance with all Human Resources requirements
- Performs other duties as assigned

### **Minimum Qualifications:**

Doctorate Degree in Optometry with an OD. Optometry License with therapeutics certification. Completion of an Accreditation Counsel on Optometric Education (ACOE) accredited residency preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge of current principles, methods and procedures for the delivery of ocular and visual evaluation, diagnosis and treatment in area of expertise
- Knowledge of related accreditation and certification requirements
- Knowledge of insurance payment policies
- Knowledge of legal and ethical standards for the delivery of eye care
- Knowledge of relevant -pharmaceuticals and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage
- Knowledge of federal, state, and institutional regulations and guidelines for the provision of outpatient services
- Knowledge of strong work ethics in the workplace
- Knowledge of basic application of confidentiality
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint
- Ability to observe, assess, and record symptoms, reactions, and progress
- Ability to maintain quality, safety, and/or infection control standards
- Ability to perform minor surgical procedures within the scope of licensure, including conjunctival and corneal foreign body removal, corneal debridement and punctal plug insertion
- Ability to use optometric equipment including, but not limited to, optical coherence tomographer, automated visual field machine, ocular B-scan, slit lamp bio-microscope, and binocular indirect ophthalmoscope
- Ability to be dependable in attendance and job performance
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job
- Ability to accept and learn from feedback
- Ability to communicate effectively both verbally and in writing
- Ability to provide exemplary customer service at all times
- Ability to interact positively with others and possess great interpersonal skills
- Ability to multi-task and perform well under pressure
- Ability to have self-confidence
- Ability to be a great team player
- Ability to accept and learn from supervisor/peer critique
- Ability to be flexible and adaptable to the changing needs of the organization

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**