



Valley Community Healthcare

JOB ANNOUNCEMENT

We are seeking a **Full-Time Optometry Assistant** to join our dedicated team.

For nearly 50 years, **Valley Community Healthcare** has been one of Los Angeles' leading community-based health centers, providing primary care and promoting community wellness and prevention programs. Located in the San Fernando Valley, Valley Community Healthcare has two sites and 30+ providers. We are an NCQA certified-level 3 Patient Centered Medical Home for over 25,000 unique patients and provided over 100,000 medical visits last year. We are looking to grow and integrate our core programs - primary care, pediatrics, adolescent teen clinic, women's health, dental, optometry, and behavioral health, through a care team approach, quality, and innovative care delivery models.

Applications: Valley Community Healthcare offers competitive salary and benefits packages. Please submit a resume to our Human Resources Department at hr@vchcare.org for consideration.

GENERAL RESPONSIBILITIES: Requires the ability to understand and follow specific instructions and procedures. Work will consist of routine and repetitive tasks.

SPECIFIC DUTIES:

- Complete all program paperwork and greets patients, answers phones, performs patient information data entry.
- Prepares patient for vision examination; assists in pre-testing, history intake, vital signs, lensometry, contact lens training, visual field and OCT.
- Maintaining of records, scanning, scheduling appointments, correspondence and filing.
- Assist optometrist with fitting, adjusting, fabrication and dispensing spectacles and contact lenses.
- Maintains an inventory of frames, contacts, general office supplies, rooms and cleans instruments.
- Collect payments and submitting to manager on a daily basis
- Maintain optical logs up to date
- Cross train with front desk and able to cover between clinics
- Valid driver license, insurance card and car registration
- Attend meetings and trainings
- Performs other job-related duties as assigned.

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

Updated 12/07/18

EDUCATION:

High School diploma or GED. Basic knowledge of grammar, spelling, punctuation and mathematical functions. Bilingual Spanish/English and detailed oriented. Able to work well with a variety of individuals with a medical background, computer literate, and a minimum of six (6) months of job-related experience.

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

OUR MISSION: To make an impact on the health and wellbeing of the whole community by providing high quality primary medical care and comprehensive healthcare services to those in need, regardless of their ability to pay.