



Job Description

Job Title: OPTOMETRIC TECHNICIAN/OPTICAL ASSISTANT
Department: OPTOMETRY
Reports to: CLINIC SITE MANAGER
FLSA: NON EXEMPT
Prepared Date: September 11, 2025

SUMMARY

The purpose of this position is to assist and support the Optometry Department's professional staff, provide care of patients during all stages of their visits and entails both front office and back office procedures.

PRIMARY RESPONSIBILITIES

A. OPTOMETRY PROVIDER SUPPORT:

1. Performs preliminary testing such as visual acuity, tonometry, auto-refraction, auto-keratometry, color vision, stereo acuity on patients prior to seeing the optometrist.
2. Performs ancillary testing on patients such as fundus photography, OCT, visual field.
3. Cleans exam room and optical between patient visits according to protocol.
4. Assists with maintenance and inventory of equipment and supplies, and restocks exam rooms.
5. Maintains infection control standards.
6. Assists with assessments required for visits, audits and other regulatory guidelines.
7. Assists with training of newly employed staff as directed.
8. Comply with all company policies and procedures at all times.
9. Other duties as assigned.
10. Assist patients to select frames that are appropriate for them and in the preferred style and color.
11. Prepare work orders to the optical laboratory that relate to the grinding and mounting of lenses in the chosen frames.
12. Ensure correctness of glasses returning from optical labs.
13. Handle administrative duties that include tracking inventory, recording sales, submitting patient insurance information, bookkeeping and client records.

Other duties as required.



SKILLS AND CORE COMPETENCIES

- Communication/Customer Service
- Computer Skills/Job Knowledge
- Dependability/Flexibility
- Mission/Objectives
- Productivity/Quality of work
- Team & People Relations

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Current CPR certificate.
- 1 year experience in optometry field as technician or optical assistant

MANDATORY REQUIREMENTS:

- Must pass Occupational Health Screening.
- Must possess a valid form of identification as listed on the U.S. Department of Justice I-9 form, verified using the E Verify system.
- Clean DMV driving record

DESIRED ABILITIES:

- Knowledge of universal precautions.
- Knowledge of various working policies and procedures of the TCC
- Knowledge of various clerical tasks required, e.g., assisting patients in completing forms.
- Knowledge of various tools and equipment used by the Optometrists.
- Knowledge of cleaning solutions and sterile processes.
- Knowledge of confidentiality rules regarding medical information as well as the Privacy Act. HIPPA educated

PHYSICAL DEMANDS

The physical demands of this position are those necessary to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Print Name

Date



Signature

Date

Print Name of Supervisor

Date

Signature of Supervisor

Date