



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 08/01/19

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 well-being 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.