

## **Optometric Assistant Needed**

Join our practice as an Optometric Assistant – we are willing to train!

Vision Source of Burlington & St. Francis is seeking an Optometric Assistant. The primary role of the Optometric Assistant is to assist the Optometrist and is involved in direct patient care. This position is full-time.

### **What makes a great Optometric Assistant?**

- Having a passion for helping people of all ages
- Good technical and computer skills and typing speed of at least 50 wpm
- Good communication and organizational skills
- Excellent customer/patient service skills
- Detail oriented
- Ability to work in both individual and team settings

### **What experience is required?**

We are willing to train strong candidates. Helpful assets include a great aptitude for learning and a genuine positive outlook. Previous medical or optometric office experience is a plus.

### **Job Responsibilities**

- Pre-testing - utilizing state-of-the-art technology
- Gathering patient and health information
- Assisting Optometrists with eye exams
- Training patients in contact lens insertion and removal
- Assisting receptionists and opticians
- Scheduling and charting

### **Benefits**

This position is full time (40 hrs per week). Our offices are open Monday thru Friday (8 am – 5 pm). Benefits include health insurance, cafeteria plan contribution, 401(K) retirement plan, term life insurance, holiday pay and paid personal time off. Eyecare and optical benefits for employee and spouse and/or dependent children are also included.

We are very busy taking excellent care of our patients, so please no phone calls during business hours. Please email a cover letter and resume along with three work references to [pmcconnell@eyeclinic.com](mailto:pmcconnell@eyeclinic.com) (put “Optometric Assistant” in the subject line). Receipt of resume and cover letter will be acknowledged by return email. All inquiries will be kept strictly confidential.