

# **LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.**

## **JOB DESCRIPTION**

**TITLE: OPTOMETRIST**  
**DEPARTMENT: MEDICAL**  
**SUPERVISOR: CHIEF MEDICAL OFFICER**  
**CLASSIFICATION: FULL TIME EXEMPT**

### **POSITION SUMMARY:**

The Optometrist will examine each patient's eyes thoroughly, utilizing a series of tests to check their vision and detect eye diseases or other eye disorders. If the patient needs vision correction, the Optometrist will determine their current prescription for glasses or contacts. Provide excellent patient care and to ensure the patients understand all the procedures performed during their exam.

### **ESSENTIAL JOB FUNCTIONS:**

- Perform standard eye exams for patients
- Check for evidence of disease, injury, or other problems impacting vision
- Provide prescriptions for corrective lenses as needed
- Listen to and address patient's questions and concerns
- Prescribe medications when needed
- Utilize all necessary equipment properly, ensuring it is in good working order
- Record all tests, prescriptions, and treatments in the patient's electronic health record

### **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Doctor of Optometry (D.O.) required from an accredited institution
- Current state optometry license in good standing
- Minimum of two years' experience as a practicing optometrist
- Solid working knowledge of all ophthalmic equipment needed to conduct examinations
- Experience prescribing and fitting corrective lenses
- History of excellent patient care
- Excellent communication and interpersonal skills

#### **All LCTHC employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing up to 60 pounds. **Stooping / Kneeling:** Ability to provide patient care, access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of

BOD Approved: 4/2022

drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***IMPORTANT DISCLAIMER NOTICE***

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date