

Job Summary

Provide support to Dr. Price Kowaleski with patient care at Price Eye Care.

General Responsibilities

- Assisting the doctor in caring for patients
- Performing and recording auto-refractions/keratometry, blood pressure, iCare Tonometry, neutralizing glasses, and measuring visual acuities
- Updating medical and ocular histories, medications, and allergies
- Performing OCTs, retinal photography, pachymetry, and visual fields
- Recording findings throughout the examination
- Assisting patients with lens and frame selections, measurements, and orders
- Helping check-in and dispense glasses and contacts
- Perform glasses repairs and adjustments
- Assisting with contact lens inventory, orders, and care instructions
- Answering phones and scheduling appointments
- Preparing for daily appointments, referrals, and progress notes to other physicians
- Scanning, uploading, and filing documents
- Attend office meetings
- Continuing education and training for advancements in the optometric field
- Other duties as assigned

Job Qualifications

Education: High School Diploma, Post-Secondary Education preferred

Experience: 1-2 years of related experience preferred

Skills

- Proficient in grammar, computers, math, and science
- Quick learner; able to retain knowledge
- Excellent with technology
- Motivated to problem solve
- Strong organizational skills
- Ability to complete and stay on task
- Strong attention to detail
- Self-motivated, requires minimal supervision
- Gets along naturally with everyone, team player
- Positive and caring personality
- Dependable and timely
- Excellent attendance
- Ability to multi-task in a busy professional environment