



Non-Exempt  
June 1, 2016

## JOB ANNOUNCEMENT

**Position:** Optician- Wesley Health Center- Center for Community Health

**Reports to:** Clinic Administrator

**Salary Range:** Staring salary based on experience, qualification, and budget.  
(100% time – 40 hours per week)

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**Position Purpose:**

Under the supervision of the Clinic Administrator, the optician is responsible for dispensing and fitting spectacles and other optical aids, working from the prescriptions written by the optometrist.

**Principal Responsibilities:**

1. Provides optical care to indigent primary care patients.
2. Fill Prescriptions written by the Optometrist: Frame Selection, Measurements for filling prescriptions, Writing up orders for optical lab
3. Prepare orders for delivery to optical lab
4. Verify orders received from optical lab
5. Track status of orders with lab and courier services
6. Maintain records of orders
7. Notify patients about status of orders
8. Repair and adjust ophthalmic frames
9. Adjust eyeglasses for patients
10. Dispense eyeglasses to patients
11. Neutralize patient's habitual eyeglasses
12. Assist with discharge of patients
13. Maintain inventory and stocking of frames on frame board, includes ordering frames
14. Maintain inventory of optical repair supplies
15. Maintain log for tracking eyeglass orders with optical lab & courier services
16. Work with front office support staff in scheduling patients for dispensing and appointments with the optometrist
17. Maintain inventory of office supplies submit requests for orders to supervisor



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18. Assist patients with Referrals
19. Other Job Duties as needed, which may include, but not limited to: Pre-testing patients, preparing patients for visit, assisting with patient flow, communicating with support staff, optometrist and other health care providers

**Requirements:**

1. Current CPR Certification.
2. Ability to travel from site to site as needed.
3. Experience in working with clients and staff from diverse socio-economic, ethnic, and cultural background.

**Preferred:**

1. Bilingual (English/Spanish) a plus.

**To apply, please fax or email resume or list of qualifications including the job code number to:**

**JWCH Institute, Inc.  
5650 Jillson St.  
Commerce, CA 90040  
Attn: Human Resources Department  
Job Code: 518  
Fax Number (323) 215-0170  
E-Mail [cespinoza@jwchinstitute.org](mailto:cespinoza@jwchinstitute.org)**

Closing date: Open until filled.

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