**WellPartners Eye Clinic**

POSITION POSTING

November 2021

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| Position Title: | Office Assistant |
| Supervisor: | Eye Clinic Director  |
| Position Status: | Full-Time Regular, Subject to an Annual Review |
| Job Classification: | Non-Exempt |

In compliance with the Fair Labor Standards Act, this position is classified as a non-exempt position and the employee is eligible for overtime.

# POSITION SUMMARY

Community Partners of the Midlands is a non-profit owned and operated by United Way of the Midlands to provide free dental and eye care to vulnerable people in our Midlands community. The clinics were renamed in 2016 as WellPartners Dental and Eye Health [www.wellpartners.org](http://www.wellpartners.org). This position supports the Eye Clinic portion of WellPartners’ work in our high-quality facility. The Adult Eye Clinic serves uninsured and underinsured adults at 200% of the federal poverty level across the Midlands. Two full time staff; eye clinic director and office assistant with a contract optometrist/s provide comprehensive eye care and referral for specialty care. In FY20-21 the clinic provided care to 870 patients.

Responsibilities vary to include reception, scheduling and monitoring appointments, use of electronic health records, assisting patients with completing paperwork, referral to specialty care, follow-up as necessary, optical to include pre-testing, assisting patients with eyewear selection, fittings, adjustments, and placing order for prescription eyewear. Preparation of check requests, monthly reports, and request for special reports as required. Employee must possess excellent interpersonal skills to include inclusivity, assertiveness, communication, team attitude and problem-solving. Strong computer skills in Microsoft Office to include, Outlook, Word, Excel, and PowerPoint, and be willing to learn the technical aspects of the position. The position works under limited supervision.

# ESSENTIAL DUTIES & RESPONSIBILITIES

* Scheduling patient appointments, follow-up care, and referrals to specialty care.
* Completing exam pre-testing, assisting patients with eye glass selections, and supporting fittings and adjustments.
* Complete general office administrative duties.
* Assist with office supplies and clinic orders, inventory, stocking of items, and check requests to vendors.
* Assist with managing clinic budgets and grants.
* Maintain confidential patient health records in the electronic health records system.
* Assist with patient service delivery and care to include pre-testing, optical assistance, referral for specialty care.
* Communication and follow-up with community partners and funders as required.
* Complete monthly, quarterly, annual reports and special reports upon request.

# REQUIRED & PREFERRED QUALIFICATIONS

## Required

College graduate with previous experience working with the public in a service environment or any combination of education and work experience that allows for the completion of the essential duties and responsibilities.



This position requires a minimum of five years of professional experience in an office environment. Experience in and general knowledge of the profession of optometry a plus.

Qualified applicants should apply at applicant@uway.org.