WellPartners Eye Clinic  
POSITION DESCRIPTION  
Date established: 9/19/22

Position Title: Optician  
Department: WellPartners Eye Clinic  
Supervisor: WellPartners Eye Clinic Director  
Position Status: Part-Time (22.5 Hours Weekly), Subject to 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. Some evening and weekend hours may be required.

POSITION SUMMARY

WellPartners is a free eye clinic located within the Richland County Health Department in Columbia, South Carolina. The Optician works in our fast-paced Public Health Optometry practice specializing in comprehensive eye care and vision examinations. The responsibilities include helping customers achieve the right type of eyeglasses and lens shape in accordance with their eyesight or eye conditions. The duties include communicating with the Optometrist to receive prescriptions and send them to Laboratory Technicians, providing patients with sample frames to fit their prescriptions and maintaining accurate customer data regarding their current or updated prescriptions.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide outstanding customer service to our patients
- Assist the patient in the selection process of eyewear based on the patient’s occupation, lifestyle, and facial features to best fit their eyewear needs
- Interpreting the results of eye examinations, using prescriptions written by Optometrists
- Utilize Modern Optical preferred lens catalog
- Obtaining accurate measurements of PD, Seg Heights to fit with the frame selection and proper fitting of eyewear
- Making sure all orders for glasses have been processed correctly
- Track material orders and communicate any changes to patients
- Verify the quality of orders when they arrive at the Clinic
- Notify patient for dispensing, dispense and update
- Follow WellPartners dispensing protocol
- Repair, adjust and clean patients’ eyewear
- Various clerical and operational duties as assigned
- Achieve/exceed Clinic benchmarks, as set by management
- Perform other job-related duties as assigned by management

REQUIRED & PREFERRED QUALIFICATIONS

- High School Diploma or equivalent
- Effectively uses electronic, verbal, non-verbal, written, and interpersonal communication skills in a clear and concise manner to ensure appropriate understanding and response and demonstrates open communication with co-workers
- Demonstrates ability to coordinate multiple tasks and complete assigned tasks and meet deadlines
Technical Skills and Competencies

- Able to use or learn Lensometer
- Troubleshoot patient concerns with eyewear, when necessary. This would entail verification of measurements, product issues; as well as discussion of possible medical options
- Perform adjustments and repairs, when necessary
- Computer literate
- Knowledge of Vision and Medical terminology
- Organizational skills
- Optical dispensing experience
- Strong basic math skills
- Ability to use & carry an iPAD/Tablet/Laptop

Preferred

- State Licensure as Optician
- 3+ years of experience as an Optician
- Product knowledge of Modern Optical lens catalog and frame inventory
- Current Basic Life Support certification (BLS) - or may be obtained within 90 days of hire date

SUPERVISOR AND/OR CONTACT INFORMATION

Pamela L. Martin, MA
Eye Clinic Director
WellPartners
2000 Hampton Street, Suite 3145, Columbia, SC 29204

Qualified and interested candidates should send their resume to pmartin@wellpartners.org.