



Optician Job Description

Department: Operations
Reports to: Office Manager
FLSA Status: Non-Exempt

Summary

Fills ophthalmic eyeglass prescriptions and fits and adapts lenses and frames by performing the following duties. Dispenses contact lenses as fitted by the Doctor.

Essential Duties and Responsibilities

Include the following – other duties may be assigned.

Performs necessary tasks for good patient care and assisting the Doctor and Office Manager in the operation of the office. Understanding and complying with all corporate policies and procedures.

Completes all appropriate optical training and improving optical knowledge, including continuing education as required.

Books, confirms and makes recall appointments. Prepare files for patient care and follow-up. Communicates verbally and non-verbally positively with the patient and the office staff. Demonstrates Bard's commitment to Perfect Patient Care to all.

Evaluates prescription in conjunction with patient's vocational and avocation visual requirements.

Determines patient's current lens prescription, when necessary, using lensometer or lens analyzer and patient's eyeglasses. Recommends specific lenses, lens coatings, and frames to suit patient needs. Assists patient in selecting frames according to style and color, coordinating frames with facial and eye measurements and optical prescription. Measures patient's bridge and eye size, temple length, vertex distance, pupillary distance, and optical centers of eyes. Informs patient of care and adaptation needed for patient's purchase. Assists patient with contact lens related care, supporting the Doctor's direction.

Prepares work order and instructions for grinding lenses and fabricating eyeglasses. Verifies finished lenses are ground to specification. Notifies patient that their product is ready for delivery. Delivers product to patient.

Heats, shapes, or bends plastic or metal frames to adjust eyeglasses to fit patient. Instructs clients in adapting to, wearing and caring for eyeglasses. Repairs damaged frames. Grinds lens edges or applies coating/tint to lenses if a finish lab is in the office.

Computes amount of sale and collects payment for services. Promotes and fits contact lenses. Promotes optical goods such as plano sunglasses, contacts lens solutions, accessories and low vision aids.

Assists in maintaining clean and full product displays and an environment for the patient.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or general education degree (GED); minimum of three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively one-on-one in order to communicate the patient's needs and product explanations.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute lens diopter power.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licences, Registrations: Ability to pass the Bard Optical training tests.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with arms and hands, talk and hear. The Optician must occasionally lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.