



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:**                   **Optician**  
**SUPERVISOR:**           Executive Assistant/Procurement Specialist  
**LOCATION:**                 Peter Christensen Health Center  
**POST DATE:**             June 27, 2024  
**CLOSING DATE:**       Open until filled

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**General Description:** The primary responsibility of this position is to work closely with the Optometrist doing patient care including visual screening, retinal photography, auxiliary testing and teaching contact lens procedures. Manage the ordering and dispensing frames and lenses, fix glasses, cut lenses and assist patients with frame selection, fitting and ordering glasses.

**Qualifications:** High School diploma or equivalent is required. At least 1 year of experience in optical/medical field is required. Optician certification or equivalent is preferred; must be able to achieve certification within 18 months of hire.

**Salary: \$17.00-\$20.00/hr. depending on qualifications.**

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Optician

**B. DEPARTMENT:** Peter Christensen Health Center Optical Department

**C. SUPERVISOR'S TITLE:** Executive Assistant/Procurement Specialist

**D. DESCRIPTION OF DUTIES:** This position will work closely with the Optometrist doing patient care. Specific position responsibilities include, but not limited to the following:

1. Assist patient with frame selection, dispensing of eyeglasses, adjusting, assembling and repairing of frames.
2. Instruct patient in care and use of eyeglasses and contact lenses within scope of credentialing.
3. Maintain and manage optical lab to include ordering lab supplies, frames, eyeglass lenses and contact lenses and work with sales people and lab representatives.
4. Repair of eyeglass lenses, frames, and putting lenses in frames.
5. Perform quality management tasks and verification of eyeglass lenses.
6. Perform optical billing functions and enter patient data into electronic health record.
7. Independently resolve or recommend solutions to patient vision problems within scope of credentialing.
8. Assist the Optometrist with patient care including; visual screening, retinal photography, auxiliary testing and teaching contact lens procedures and care to patients.
9. Perform general office coverage to include scheduling/confirming optical appointments, answering the telephone, transferring calls, taking and relaying messages.
10. Assist in developing departmental policies and participate in team activities.
11. Read existing prescriptions for providers.
12. Prepare work orders and instructions for fabricating eyeglasses.
13. Assist clients in selecting frames according to style and color and ensure that frames are coordinated with facial and eye measurements and optical prescriptions.
14. Assist client with recommending specific lenses, lenses coatings and frames to suit the client's needs.
15. Documenting client information in a timely manner in the electronic health record.
16. Heat, shape and bond plastic or metal frames in order to adjust to fit clients using hand tools if necessary.
17. Arrange and maintain displays of optical merchandise.
18. Assist in developing departmental policies as necessary.
19. Participates in mandatory trainings and completes assigned trainings.
20. Maintains strictest confidentiality according to HIPAA standards and participates in mandatory trainings.
21. Understands the principle of Quality Improvement and participates in appropriate QI projects.
22. All other job duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Heavy, frequent contact with staff within all levels of the Peter Christensen Health Center.
2. **External:** Frequent contact with clients, patients and vendors.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from the Executive Assistant/Procurement Specialist.

**H. EDUCATION:** High School Diploma or Equivalent is required. Optician certification is preferred, e.g. American Board of Opticianary.

**I. EXPERIENCE:** At least 1 year of experience in optical/medical field is required. Optician certification or equivalent is preferred; must be able to achieve certification within 18 months of hire. Current Basic Life Support certification or ability to obtain certification within 6 months of employment and maintain biannually thereafter.

**J. SKILLS:**

1. Ability to operate and use a keratometer, lensometer, pupilometer, tinter and edger.
2. Ability to interact with patients with objectivity, respect, courtesy, empathy, tact and maturity.
3. Ability to develop and maintain professional relationships.
4. Understand and maintain strict confidentiality according to HIPAA.
5. Ability to assist with basic inventory control functions.
6. Ability to understand and follow written and verbal instructions.
7. Must be reliable, responsible and dependable.
8. Ability to deal with high stress situations calmly, effectively and professionally.
9. Must have dexterity to work small optical hand tools and parts to repair glasses.
10. Must have above average computer and typing skills.
11. Basic algebra knowledge.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** An office setting where there may be exposure to situations where pace of work is often times busy and stressful.
2. **Exposure to Hazards:** May be exposed to situations where a patient's behavior may create undesirable conditions. Potential exposure to communicable disease.
3. **Physical Requirements:** Sitting, walking, bending, long hours of standing, and occasionally lifting and carrying items weighing up to 25 pounds.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Optician to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles

within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURE:**

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**Employee** **Date**

\_\_\_\_\_  
**Manager** **Date**

Previously signed  
\_\_\_\_\_  
**Tribal Administrator** **Date**

Previously signed  
\_\_\_\_\_  
**Human Resource Director** **Date**