



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Optometrist**
SUPERVISOR: PCHC Medical Director
LOCATION: Peter Christensen Health Center
POST DATE: **March 25, 2026**
CLOSING DATE: **Open Until Filled**

General Description: The primary responsibility of the Optometrist position is to provide comprehensive, patient-centered vision and ocular health care to patients emphasizing routine and medical eye exams, diagnosis and management of ocular disease, prescription of corrective lenses, and patient education. The Optometrist also ensures high-quality care and supports practice operations often collaborating and coordinating with physicians and other allied health professionals to provide a range of eye health care to patient population.

Qualifications: Proof of degree/s from accredited, verifiable Optometry program and education institution. Must be Optometry (unencumbered) licensed and currently registered as such by the State of Wisconsin. Must obtain and maintain National Board of Examiners in Optometry (NBEO) certification or be board certification eligible to take board certification within six (6) months of hire and successfully obtain board certification. Experience with patient electronic health record systems required. Experience in tribal health setting is preferred.

Salary: Negotiable 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 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

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
Exempt Position Description

A. TITLE OF POSITION: Optometrist

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: PCHC Medical Director

D. DESCRIPTION OF DUTIES: The Optometrist provides comprehensive, patient-centered eye care in collaboration with other clinical providers. The Optometrist focuses on preventive care, management of acute, and chronic ocular conditions across all age groups. Scope of individual provider's practice to be informed by the approved credentialing and privileging process of PCHC. Specific position responsibilities include:

1. Conducts eye patient assessments by taking medical eye histories, performing full eye examinations including refractions, performing ocular health evaluations, and ordering/interpreting diagnostic tests.
2. Diagnosing, managing and treating acute and chronic ocular diseases.
3. Prescribes eyeglasses, contact lenses, medications and therapies within the scope of state regulations.
4. Co-manage care for surgery patients and appropriate.
5. Practice care coordination such as referring patients to specialists, coordinating follow-up, and facilitating any transitions of care.
6. Provides patient education by explaining ocular diagnoses, treatment plans, and preventive eye care strategies.
7. Participating in team-based care by collaborating with physicians, nurse practitioners, healthcare professionals and other support staff to optimize patient outcomes.
8. May present at seminars, conferences, and/or facilitate groups on issues related to Optical services, health disparities, and promotion of healthy lifestyles, as applicable.
9. Participates in clinical staff meetings or committee meetings, educational opportunities and/or workgroups, as directed by Supervisor.
10. Completes all mandatory and assigned trainings per employer and to maintain license and board certification.
11. Assists in department policy and procedure review as requested.
12. Commits to the use of electronic prescribing and the use of PCHC's electronic health record, with attention to controlled substance prescribing policies and the use of PDMP.
13. Follows all other applicable laws and regulations.
14. Maintain necessary CEUs in all areas of provider services.
15. Understand the principles of Quality Improvement and participates in QI projects as directed and actively participates in the achievement of AAAHC.
16. Understands and maintains compliance with HIPAA. Upholds confidentiality and participates in related mandatory training. Enforces standards and regulations of HIPAA with all staff and patients.

17. Responsible for performing all other job duties as assigned within the scope of licensure.
18. Follows all duties as outlined in employee agreement/contract.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily and weekly communications with other team members to ensure accurate and comprehensive quality of care is delivered to patients.
2. **External:** Frequent contact with other service providers and contacts with outside healthcare teams, referral centers. Communication and sometimes presentation to community partners, public, governing bodies and other community entities.

F. SUPERVISORY RESPONSIBILITIES: None unless otherwise directed in cases of students, residents, interns or trainees as a preceptor.

G. SUPERVISION RECEIVED: Operates largely independently with required supervision from the Medical Director and PCHC Health Director.

H. EDUCATION / CERTIFICATIONS: Proof of degree/s from accredited, verifiable Optometry program and education institution. Must be Optometry (unencumbered) licensed and currently registered as such by the State of Wisconsin. Must obtain and maintain National Board of Examiners in Optometry (NBEO) certification or be board certification eligible to take board certification within six (6) months of hire and successfully obtain and maintain NBEO board certification. Must be eligible for or has a DEA certification and pass background check for healthcare providers.

I. EXPERIENCE: Must have at least one year of education, training, and/or experience in Optometric services or be willing to obtain the necessary training requirements within six (6) months. Experience with patient electronic health record systems required. Experience in tribal health setting is preferred.

J. SKILLS:

1. Ability to manage time efficiently and effectively.
2. Collaboration with other healthcare professionals to the benefit of the patient.
3. Promote positive team culture and to communicate effectively with providers, staff and patient and patient's families.
4. Thoroughness of completing reports in a professional manner to become part of the patient's health record as required.
5. Must be able to express information to individuals or groups effectively, taking into account the audience and nature of information.
6. Knowledge/recognition of disorders and co-existing eye conditions appropriate for Optometric practice and demonstrates knowledge of etiologies, risk factors, pathophysiology, presentation and epidemiology of medical eye conditions.
7. Knowledge of pharmacological resources in the treatment of general Optometric health and other disorders, as related to scope of practice.
8. Understanding and utilization of the philosophies, practices, policies and outcomes of the most generally accepted and scientifically supported models of treatment ("best practice" or standard of care), prevention and continuing care for general optometric health and wellness and other related problems.

9. Understanding the significance of providing health services appropriate to the personal, cultural identity and language of all patients.
10. Strong computer skills, including Word, Excel and PowerPoint.
11. Follows ethical principles regarding patient confidentiality, informed consent and unanticipated adverse outcomes.
12. Demonstrates the highest level of accountability for professional practice.
13. Must be eligible for participation in and reimbursement from federal and state health care programs including, but not limited to, Medicare, Medicaid.
14. Maintain current CPR certification for Basic Life Support (BLS) as applicable.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** May be exposed situations where pace of work is often times extremely busy and stressful; works out of office setting.
2. **Exposure to Hazards:** Exposure to communicable diseases, toxic substances, and other conditions common to a clinic environment.
3. **Physical Requirements:** Sitting, walking, bending, long hours of standing and occasional lifting and carrying items weighing up to 50 pounds. Requires normal vision acuity and hearing. A statement of health must be completed by a primary provider for credentialing and privileging purposes.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Optometrist 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 vaccination or immunity to measles, mumps, rubella, varicella, Hepatitis B, Pertussis/Tdap at the time of employment and submit to a TB test and FIT testing. Optometrists will be subject to PCHC's credentialing and privileging process and must comply with terms of their employment agreement. 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. SIGNATURES:

Employee Date

Manager Date

Previously signed

Tribal Administrator Date

Previously signed

Human Resource Director Date