

# LAC VIEUX DESERT HEALTH CENTER

## HUMAN RESOURCES

*P.O. Box 9, N5241 US HWY 45      Watersmeet, MI. 49969*  
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## JOB VACANCY

**POSTED: 5/18/2021 UNTIL FILLED**

**POSITION:**                      **Optometrist**

**DEPARTMENT:**                **LVD Clinic Optical**

**LOCATION:**                      **Lac Vieux Desert Health Center, Watersmeet, MI 49969**

**SUPERVISOR:**                 **Medical Director**

**EMPLOYMENT:**               **Full time**

**SALARY/PAY RATE:**        **99,000 – 120,000**

### **DESCRIPTION:**

Diagnose, manage, and treat conditions and diseases of the human eye and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions.

### **DUTIES AND RESPONSIBILITIES:**

- Assist with development, documentation and refine the operating procedures used in the Optometric department.
- Examine eyes, using observation, instruments and pharmaceutical, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma or color blindness.
- Analyze test results and develop a treatment plan.
- Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids.
- Prescribe medications to treat eye disease.

- Educate and counsel patients on contact lenses, visual hygiene, lighting arrangements and safety factors.
- Consult with and refer patients to other health care practitioner if additional medical treatment is determined necessary.
- Remove foreign bodies from the eye.
- Provide patients undergoing eye surgeries, such as cataract and laser vision correction, with pre- and post-operative care.
- Prescribe therapeutic procedures to correct or conserve vision.
- Provide vision therapy and low vision rehabilitation.
- Order and provide primary interpretation of laboratory studies.
- Record organized, legible entries in patient record, including referrals and correspondence with outside Physicians and Optometrists.
- Participate in Head Start and Tribal school screenings as needed.
- Provide ongoing training for para-optometric personal in the areas of optometric assistant and optical procedures.
- Attend continuing education courses to keep informed of new technology and advances in the optical industry.
- Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
- Contribute to a team effort and accomplishes related results as required.
- Adhere to all Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
- Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Frequently stand, handle, feel, reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl and be able to reach out and pick-up and hold small objects; stand; and talk, hear.
- Occasionally lift and/or move up to twenty-five (25) pounds.
- Work is generally performed in a medical office setting.
- A Tuberculosis (TB) Screening and /or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

- Doctor of Optometry Degree, Michigan License to practice Optometry including certification in the use of diagnostic and therapeutic pharmaceuticals.
- Knowledge of clinical operations and procedures.
- Knowledge of computer systems, servers, and work stations.
- Knowledge of ocular procedures and screenings.

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge and understanding of all aspects of ocular photography, including fundus photography.
- Knowledge of diabetes and how it affects the retina is required.
- Knowledge of ICD-10 coding and insurance billing is required.
- Knowledge of therapeutic pharmaceuticals.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of management techniques.
- Skill in performing ocular screening examinations, refraction, and visual acuity testing, using ETDRS or other standardized means.
- Skill in the use of personal computers and related software applications.
- Skill in operating various word-processing, spreadsheets, and data base software programs in a Windows environment.
- Ability to read and interpret medical records.
- Ability to operate and use a keratometer, lensometer, visual field analyzer, topographer, fundus camera, HRT, NCT tonometer, pupilometer, auto refractor and blood glucose monitor.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to utilize, calibrate, configure and/or troubleshoot testing systems and instruments.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to handle multiple tasks and met deadlines.
- Ability to manage optometric office.
- Ability to demonstrate excellence and continually seek improvement results.
- Ability to supervise staff.
- Ability and willingness to provide strong customer service orientation.
- Ability to obtain First Aid Certification and CPR certification.
- Must adhere to strict confidentiality in all matters. (**Must sign a confidentiality statement first day of employment.**)
- Health Insurance Portability and Accountability Act (HIPAA) training is required upon starting this position. **Training will be administered by the LVD Health Center.**
- Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
- Must pass a background security check prior to and during the course of employment with the LVD Health Center in order to meet the Employment Eligibility Requirements.
- Must provide a copy of diploma, license, degree or certification upon employment.

**Preference will be given to qualified individuals of American Indian descent.**

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and*

*skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: Approved 6/9/2017**