



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**\*\* AMENDED \*\***

**POSTING NO: 013-20**

**OPENING DATE: 12/24/2019**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Optometrist  
**PAY GRADE:** L2 (\$57.28/hr. - \$88.79/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Director Clinical Services  
**BACKGROUND LEVEL:** Child Elder

**JOB PURPOSE:** Achieves the Optometry Clinic goals and objectives by planning, directing, monitoring, and evaluating the daily operation of the clinic. Provides technical services including; examining eyes to determine visual efficiency and performance by means of instrumentation and observation, and prescribing corrective procedures. Ensures the efficient and effective provision of optometry services to meet the needs of the community.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Performs diagnosis of visual and ocular problems through the external and internal evaluation of the eye and adnexa.
- Treats visual disorders thorough prescription of corrective lenses and vision training and pharmacological means.
- Provides optometry care to patients based upon applicable practice standards and protocols; in a responsible, respectful and caring manner.
- Provides emergency eye care services including diagnosis and treatment of ophthalmic trauma and pathology.
- Refers patients for further diagnosis and treatment, including specialty care, as indicated.
- Makes necessary arrangements for admission of patients to appropriate hospitals and other care facilities or programs.
- Communicates with other primary providers and specialists to assure quality and continuity of care.

- Recognizes urgent and emergent situations and initiates care and emergency procedures as indicated.
- Refers patients to community health programs and resources as appropriate.
- Documents all patient care examinations and procedures in appropriate health records in compliance with professional standards and other available guidelines.
- Oversees the quality of care delivered in the optometry clinic and participates in the development of standards and protocols.
- Assists in implementing screening programs including; Head Start, school screenings and diabetic retinopathy.
- Reviews medical records and registries for peer review, utilization review, epidemiologic investigation and community health purposes.
- Provides consultation requested from medical clinic physicians.
- Assists with continuing education, training and development of other members of the health care team.
- Assists with individual and family patient education and counseling and review of related materials.
- Maintains current working knowledge of trends in optometry.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding program-related activities.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains confidential information.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises Optometry Technician in the daily clinical activities of the Optometry Clinic; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Coordinates training, orientations and continuing education of staff.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Doctor of Optometry.
- Current New Mexico Optometry License.
- Three years progressive working experience as an optometrist.
- State Board of Pharmacy CS License.
- Federal and State DEA Certification.
- CPR certified.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.

- Knowledge of optical equipment including: pupilometer, retinal camera, lens clock, and lensometer.
- Knowledge of visual and ocular problems.
- Knowledge of medical terminology and instruments.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of commonly used drugs and pharmacology terminology.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in prescribing and fitting contact lenses and subnormal vision devices.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to instruct patients in care and use of glasses or contact lenses.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to use retinal camera and interpret result of visual field testing.
- Ability to prescribe appropriate dosages, recognize contraindications and side effects, and instruct patients in correct usage.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

#### **PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

#### **WORK ENVIRONMENT:**

- Work is performed in a typical interior/office or health clinic environment with a minimal noise level.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.