



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 022-25

OPENING DATE: 02/05/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Optometry Technician
PAY GRADE: NE5 (\$20.65/hr. - \$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Optometrist
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides technical services that include making and dispensing eye wear and administrative support duties within the Optometry Clinic.

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:

- Makes appointments and reminders calls, pull charts and documents visits, and assist with communication between clinic and patients.
- Greets patients, collects and enters patients' demographics, history, patient information, and maintains files on patients.
- Verifies eye wear prescription by using lens meter and lens gauges.
- Repairs simple damage to nose pads, lenses, and frames.
- Performs frame measurements and adjustments to assure optically, cosmetically, physically optimal spectacle performance, including single vision, multi-focal, specialty lenses and processes and tracks patients' spectacle and/or special orders.
- Orders supplies and records utilization of lenses, frames, special lenses and other supplies.
- Keeps track of warranty on frames, lenses, and coatings.

- Performs tests requested by the optometrist including visual fields, auto-refraction/keratometry/non-contact tonometry and vision training.
- Performs patient education on optical topics, ocular disease and refractive problems.
- Prepares monthly statistical reports for Optometrist's review and approval.
- Prepares clinic for optometrist ensuring cleanliness and orderliness.
- Maintains and enters optometrist schedules and templates.
- Participates in eye care programs for the community including Head Start and Elderly Center.
- Provides general secretarial and clerical support services to optometrist.
- Maintain confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Certified Optometry Technician and/or Optician.
- Two years' experience working in an optometric practice.
- CPR certified.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Associate's Degree in Vision Care Technology (preferred but not required).

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of optical and optometric equipment including: pupilometer, lensclock, lensometer, visual field testing, retinal camera, and autorefractor.
- Knowledge of common 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 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 interpret applicable federal, state, county and local laws, regulations, and requirements.

- 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.
- Evening, weekend, and holiday hours may be required.

PREFERENCE:

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