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| <b>Position:</b>     | <b>Optometric Assistant/Receptionist</b>   |
| <b>COMPANY:</b>      | Hometown Vision  |
| <b>LOCATION:</b>     | Ponoka   |
| <b>HOURS:</b>        | Part time and/or full time. Mostly Monday-Friday 8:30-5:00. No weekends. Possible evening (e.g. 11-7:30) 1 day per week.   |
| <b>SALARY:</b>       | Starting \$19/hr with increases based on experience  |
| <b>REQUIREMENTS:</b> | <ul style="list-style-type: none"> <li>• High proficiency in English</li> <li>• Experience in retail sales or customer service is preferred.</li> <li>• Previous experience in optical or a medical office setting is advantageous.</li> <li>• Knowledge of front desk operations within a healthcare environment is a plus.</li> <li>• Strong interpersonal skills and the ability to work effectively in a team-oriented environment.</li> <li>• A commitment to providing high-quality patient care and maintaining confidentiality.</li> <li>• Willingness to learn as we will provide training in optometry specific skills.</li> </ul>   |
| <b>DUTIES:</b>       | <ul style="list-style-type: none"> <li>• Conduct preliminary tests and gather patient history to support the optometrist.</li> <li>• Understanding and triaging emergency eye care.</li> <li>• Manage front desk responsibilities, including making/answering phone calls, scheduling appointments and handling patient inquiries.</li> <li>• Maintain accurate electronic medical records (EMR) using VisualEyes</li> <li>• Provide information on optical products and assist patients with frame/lens selection</li> <li>• Support retail sales by promoting eyewear products and services.</li> <li>• Ensure the cleanliness and organization of the office and examination areas.</li> <li>• Collaborate with team members to enhance the overall patient experience.</li> <li>• Make minor adjustments to frames.</li> <li>• Handle billing, insurance claims, and payments.</li> <li>• Place aided orders for lenses, frames, and contacts with optical labs</li> </ul> |
| <b>POSTING DATE:</b> | May 1 <sup>st</sup> 2025   |
| <b>CLOSING DATE:</b> | When position is filled  |
| <b>HOW TO APPLY:</b> | Submit resume to <a href="mailto:s2rowlan@uwaterloo.ca">s2rowlan@uwaterloo.ca</a>  |