



Job Description

Center for Retina and Macular Disease

Job Title: Clinic Technician

Department: Clinic

FLSA Classification: Non-Exempt/Hourly

Job Reports To: Clinic Supervisor

Job Summary (Briefly describe what the position was created to accomplish.)

The Center for Retina and Macular Disease is looking for a Clinic Technician to join our team and be trained as an Ophthalmic Technician! Daily ophthalmic work-up of patients (including vision/IOP check), diagnostic testing of patients, consenting patients for procedures and FA's, triage of emergencies and assist Physicians as needed.

Responsibilities/Activities

- Basic Knowledge of Medical Terminology and Anatomy
- Knowledge/Training in OSHA Blood Borne Pathogens, CPR, Phlebotomy a plus
- Experience in a fast paced clinic environment with ability to multi-task
- Must have a friendly, positive attitude
- Must be detailed oriented
- Must be dependable and a team player
- Must be willing to travel to other clinic locations outside of Polk County
- Must be willing to work a flexible work schedule – Monday through Friday
- Some overtime may be required

Qualifications and Skills

- High school graduate or GED
- LPN, CNA, Medical Assistant with minimum two years' experience
- Ability to travel to other locations as needed
- Stand for extended periods of time; push, pull and reach; occasionally bend, stoop and stretch
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard and other office equipment
- Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports; successful manual dexterity
- Occasionally lift up to 20 pounds
- Maintain a current and valid driver's license

Minimum Requirements:

High school diploma or GED, two years' experience in a medical clinic

Essential Physical Functions:

Stand for extended periods of time; push, pull and reach; occasionally bend, stoop and stretch

Have the hand-eye coordination and manual dexterity needed to operate a keyboard and other office equipment

Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports; successful manual dexterity

Occasionally lift up to 20 pounds

Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Work Environment:

Work is performed in a medical clinic environment where the noise level can be moderate to loud and involves high level of contact with patients.

Additional Comments:

Please note this job description is an overview and not designed to cover all responsibilities and duties for this position. Duties, responsibilities and activities may change at any time with or without notice based on the business needs of the clinic.

Equal Opportunity Employer M/F/D/V