



NH Job Posting

Optometric Team Lead 40 Hours

Neighborhood Health is accepting applications for an Optometric Team Lead to oversee the day to day function of the Optometry Clinic and work closely with multiple departments to maintain efficient function of the Optometry Clinic. Position will report to the Patient Access Manager.

Specific duties include:

- Coordinate work assignments and schedules of Optometry front desk to ensure optimum patient flow.
- Ensure compliance with NH policies and procedure, Federal / State regulations, and other grant requirements.
- Assists in interviewing prospective employees and provides input into recommendations for hire.
- Coordinates training and orientation for all new Optometric Assists to provide adequate knowledge and understanding of the department.
- Reviews patient charts and observes provider notes prior to patient's scheduled appointment. Ensure any necessary prep work is complete.
- Completes initial patient testing. Performs any necessary special testing.
- Consults with other clinic disciplines to assure that patient's health, nutritional, and environmental / social needs are addressed. Refers as appropriate to other health providers, disciplines, resources.
- Sets up outgoing referrals, reconciles referrals and manages incoming referrals.
- Identifies, analyzes, and resolves patient flow issues. Consults with Optometrist regarding unresolved patient problems.
- Performs daily controls on equipment and maintains records/logs in accordance with regulations and protocol. Works with suppliers to arrange maintenance on all equipment.

Full time position with benefits. High School Diploma or GED required. Training in optometry procedures preferred. Experience working in an optometry office or optical preferred. Experience with medical office software program preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.