

VACANCY ANNOUNCEMENT

POSITION: Optometry Assistant/Technician **OPEN:** July 31, 2019
SALARY: BASED ON QUALIFICATIONS **CLOSES:** Open Until Filled
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position organizationally falls under the Optometrist of the Kickapoo Tribal Health Center (KTHC) as operated by The Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed to serve the needs of the population served. The purpose of this position is to provide excellent quality patient care by performing multiple tasks in coordination with the patient eye examination. Performs duties in support of the Kickapoo Tribal Health Center's mission to ensure the highest quality of services in an economically sound manner.

FOR FULL JOB DESCRIPTION CONTACT HUMAN RESOURCES

Experience: 2-years' experience working in an Optometry clinic or setting

Education: High School Diploma or GED
JCAHPO certified COA, COT, or COMT, preferred

Competencies/Skills Required:

- Detail Oriented
- Patient/Customer Service Oriented
- Effective Verbal and Written Communication Skills
- Multi-Tasker
- Basic Computer Skills (electronic health record experience preferred)
- Dependable
- Technical skills training background helpful
- Lifting up to 20 pounds without assistance
- Able to assist in transporting immobile or less mobile patients into exam chair
- Ability to move in and out of multiple exam rooms for up to 8 hours per day
- Ability to adjust searing level to utilize equipment at patient's eye level.

Your application will be rated based on the information provided in your application, therefore your application must state specific duties that relate to this position. Please attach a copy of any training certifications.

The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.

Applicants must submit a resume to the Kickapoo Tribal Health Center, ATTN: Human Resources, P.O. Box 1360, McLoud, OK 74851 or email to kaylee.stevens@okkthc.com.

*Kickapoo Tribal Health Center is an At-Will Employer
And a Drug-Free Workplace*