



OREGON LIONS

Sight & Hearing

Foundation

Updated 2024 Job Description for Optician Role

Job Overview:

We are seeking a skilled and compassionate Optician to join our team. As an integral part of our optical programs, the Optician will ensure that our customers receive the best possible vision care. The successful candidate will be instrumental in maintaining accurate inventory records and providing essential administrative support to achieve program goals. Hours are Monday through Friday 8:45am -5:15 pm. *Some evenings and weekends with advanced notice.*

RESPONSIBILITIES & DUTIES

- Collaborate with optometrists, ophthalmologists, and other healthcare professionals to ensure accurate prescription interpretation and fulfillment.
- Effectively utilize and maintain the various types of optical equipment used in manufacturing eye wear including but not limited to pupilometers, manual lensometers, hand tools, and finishing lab equipment.
- Accurately document patient orders and related data into the various systems.
- Ensure optical product and service quality are in compliance with the Oregon Lions Sight & Hearing Foundation and Eye Promise Optical's values, technical standards, state, and federal regulatory requirements.
- Design, measure, fit, and adapt lenses for clients according to written optical prescriptions.
- Develop and maintain an in-depth knowledge of lens materials, coatings, trends, and frame selections in able to educate our customers and offer the best optical product recommendations based on their prescription and lifestyle needs.
- Troubleshoot and collaborate with team, addressing clients' concerns and ensuring their satisfaction with their eyewear.
- Maintain frame and/or lens inventory.

QUALIFICATIONS & SKILLS

- Must have proven and effective optical and or finishing lab experience.
- Proven ability to work with efficiency, flexibility, and good humor.
- Demonstrate outstanding communication and interpersonal skills and ability to build and maintain relationships with a wide array of people from diverse backgrounds
- Obtain an optical certification within 1 year of employment (ABOC, CPO).
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and general office equipment.
- Bilingual preferred.
- Ability to lift 25-40 pounds on occasion.

Our mission is to screen, treat, save and restore sight and hearing for those in need in partnership with Lions Clubs.

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Compensation

Earn \$19-23.00/hour with employer-paid benefits: medical, dental, vision, Life, AD&D, Short & Long Term Disability, OR Paid Leave. Benefit from an employer-paid progressive retirement plan starting at 4% gross wages.

About OLSHF:

Ranked as the #1 Top Nonprofit to Work For in Oregon (medium-sized) by the Portland Business Journal. Awarded a 4-star rating by Charity Navigator.

How to Apply

Email your resume to employment@olshf.org with the subject line "Optician" by Friday, March 15, 2024. A cover letter telling us what interests you about the job will be appreciated. OLSHF does not use automated review systems, we value the unique ways applicants show their skills and personality throughout the hiring process.

Equal Opportunity Employer:

OLSHF is an equal opportunity employer. All qualified candidates are encouraged to apply.

Studies indicate that women and people of color may be less likely to apply for jobs unless they believe they meet every qualification. We are committed to building a diverse and inclusive organization, seeking the best candidate for the job, even if they come from a less traditional background. We strongly encourage you to apply, regardless of meeting every qualification, as job descriptions are intended to describe the general nature of the role and may be subject to change as deemed necessary by the organization.