



## Job Description: Vision Clinic Manager

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Department:	Vision	Effective Date:	January 2019
Reports to:	Director of Vision Program	Review Date:	
FSLA Status:		Authorization:	

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### General Summary of Duties:

**Note:** This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs of the organization evolve.

### Principal Responsibilities:

- Schedule dates and patients for all assigned clinics
- Manage and attend all scheduled vision clinics across southern Georgia
- Provide ophthalmic technician services during clinics
- Process eyeglass orders after clinics
- Develop partnerships with community clinics
- Report all service numbers for the assigned clinics
- Provide referral services for specialty care, surgery, hearing services as indicated
- Follow-up with patients having eyeglass prescription problems and concerns
- Recruit volunteer doctors if indicated

### Required Skills or Abilities:

- Ability to perform patient work-ups-- Obtain basic medical history of patients including past ocular history, family history, previous adverse drug reactions and allergies, systemic illnesses, and current medications
- Ability to conduct diagnostic testing-- Test ocular functions, including distance and near visual acuity
- Assist doctor in treatment and care of patients by performing a variety of technical duties
- Ability to organize, direct, and prioritize work appropriately
- Ability to exercise a high degree of initiative, judgment, discretion and decision making to achieve organizational objectives
- Ability to communicate effectively and respond positively to administrators and donor decision makers
- Ability to communicate clearly and effectively orally and in writing
- Ability to work creatively and collaboratively with Lighthouse staff to deliver our mission
- Ability to resolve conflicts productively
- Ability to represent The Lighthouse in the community with integrity

- Proficiency in a variety of office equipment and computer programs
- Proficiency in all MS office applications, word processing, page layout, graphic design, mailing lists and merges, databases, etc.

**Required Knowledge & Experience:**

- Ophthalmic Assistant certification preferred
- Bachelor's degree in Public Health, Social Work, or Nonprofit Studies Preferred
- One - two years human services experience preferred
- Experience working with a diverse range of people
- Bilingual in Spanish a plus
- Clear driving record
- Ability to drive a small utility/cargo van
- Travel required; 2-4 days per week within Georgia (variable; some overnight stays) advance planning provided

**Working Conditions**

Normal office environment. Occasional evening and weekend work. Minor physical labor at clinics in order to setup equipment. Maximum weight: 25 lbs.

**Location base:**

Savannah, GA