



Position: Optician/Optician Assistant
Department: Kentucky College of Optometry (KYCO)

The University of Pikeville (UPIKE), Kentucky College of Optometry (KYCO), is currently seeking an experienced individual for the position of Optician/Optician Assistant who is responsible for the optical dispensary services located at the Kentucky College of Optometry (KYCO).

Responsibilities:

1. Interact with patients, physicians and other staff. We expect the person in this position to treat all persons with respect and dignity in a courteous manner, anticipating and fulfilling others' needs while respecting their privacy.
2. Perform all standard preliminary vision testing and demonstrate proficiency in basic/specialized ophthalmic pretesting, demonstrating knowledge of subspecialties and what testing is needed for each patient. It is expected that this position will follow all safety procedures per protocol guidelines.
3. Assists patients in the instruction of patients regarding the care and handling of contact lenses.
4. Inventory, clean and stock rooms between patients and during down times to ensure all supplies, medication and equipment are readily available.
5. Assists other staff members in the dispensing of eyewear including frame selection, lens selection, measurements, placing ophthalmic laboratory orders and verifying prescription eyeglasses.
6. Other duties as assigned by the Clinical Operations Manager to provide efficient eyecare to our patients at the Kentucky College of Optometry Clinic.
7. Measure clients' bridge and eye size, temple length, vertex distance, pupillary distance, and optical centers of eyes, using measuring devices.
8. Verify that finished lenses are ground to specifications.
9. Prepare work orders and instructions for grinding lenses and fabricating eyeglasses.
10. Assist clients in selecting frames according to style and color and ensure that frames are coordinated with facial and eye measurements and optical prescriptions.
11. Maintain records of customer prescriptions, work orders, and payments.
12. Perform administrative duties such as tracking inventory and sales, submitting patient insurance information, and performing simple bookkeeping.
13. Recommend specific lenses, lens coatings, and frames to suit client needs.
14. Sell goods such as contact lenses, spectacles, sunglasses and other goods related to eyes in general.

15. Heat, shape, or bend plastic or metal frames to adjust eyeglasses to fit clients, using pliers and hands.
16. Evaluate prescriptions in conjunction with clients' vocational and avocational visual requirements.
17. Instruct clients in how to wear and care for eyeglasses.
18. Determine clients' current lens prescriptions, when necessary, using lensometers or lens analyzers and clients' eyeglasses.
19. Show customers how to insert, remove, and care for their contact lenses.
20. Repair damaged frames.
21. Obtain a customer's previous record or verify a prescription with the examining physician.
22. Arrange and maintain displays of optical merchandise.
23. Fabricate lenses to meet prescription specifications.
24. Grind lens edges or apply coatings to lenses.
25. Assemble eyeglasses by cutting and edging lenses, then fitting the lenses into frames.
26. Supervise the training of student opticians.

Necessary Skills:

1. Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. Sales and Marketing – Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
3. Mathematics – Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
4. Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Qualifications:

- Kentucky Ophthalmic Dispensers or Ophthalmic Apprentice License, or 2 years' experience in an ophthalmic dispensary.
- Must have excellent organizational, communication, teaching and decision-making skills.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.