
Carolina Eye Associates, P.A.

Notice of Position Opening

Frame Stylist

Center: Asheboro
Status: Full-Time
Reports to: Practice Administrator

Job Summary:

Responsible for assisting patients in selecting eyewear, adjusting and fitting eyewear (including frames and contact lenses). Responsible for placing orders for frames, lenses and contact lenses. Will assist patients with appointments, check in and check out.

Job Responsibilities:

1. Assisting patients in the selection of eyewear.
2. Make any necessary adjustments to eyewear, using appropriate tools and instructs on cleaning and handling of eyewear (frames and contact lenses).
3. Maintains equipment and inventory of supplies.
4. Takes optical measurements necessary for eyewear preparation.
5. Orders eyewear from laboratory based on prescriptions.
6. Assist with business office functions: scheduling appointments, medical records, checking patients in and out of clinic, answering and routing telephone calls, etc.

Education and Experience:

High school diploma or equivalent. Prefer 1- 3 years Optical training and/or related experience.

Performance Requirements (Knowledge, Skills, & Abilities):

- Ability to work flexible hours, overtime (more then 8 hours per day or more than 40 hours per week), and occasional Saturdays as necessary.
- Ability to travel (personal vehicles may be required) and work at other Carolina Eye office locations as necessary.
- Ability to attend departmental training classes scheduled other than normal business hours.
- Ability and initiative to learn on the job as well as independently.
- Ability to relate to people in friendly, outgoing, positive manner.
- Must possess interpersonal skills to work with a broad range of people.
- Must have ability to use computer and keyboard.
- Skill in repairing eyewear using correct tools.
- Skill in instructing patients on handling of eyewear.

Typical Physical Requirements:

Requires ability to meet physical demands of standing or sitting for extensive periods of time, pushing patients in wheelchairs, assisting patients while walking. Requires normal visual acuity and hearing. May be required to lift up to 50lbs.

Carolina Eye Associates reserves the right to change or modify job duties & essential functions at any time. Note further that the above list of job duties and essential elements is an attempt to adequately describe this position, but cannot be considered to be an exhaustive list.

Are you able to meet these requirements? _____ **Yes** _____ **No**
Comments:

Signature _____ Date _____

* New Employees are required to: (1) Successfully pass a drug screen, (2) Successfully pass a health screen.

* Please return signed copy to the Personnel Department.*