



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Optician – Part Time

**Open Date:** April, 2024

**Closing Date:** Until filled

**Pay Range:** \$24.00 to \$25.00 per hour

### **Job purpose**

The Optician/Optomeric Technician is responsible for both administrative and clinical duties in the Optometry Office of the center. Optician/Optomeric Technician helps optometrists by conducting diagnostic tests, recording and measuring vision, testing eye function, instructing patients in inserting and caring for contact lenses, preparing examination rooms, cleaning and arranging equipment, answering phones, making appointments, handling bookkeeping and other tasks as needed.

### **Duties and responsibilities**

- Maintains records, filing, schedules appointments, opening and closing of the center's Optometry Office.
- Maintaining instruments and equipment.
- Obtains and records patient's preliminary case history.
- Prepares patient for vision examination; assists in testing for near and far acuity, depth perception, color perception, and visual field.
- Instructs patient in care and use of glasses or contact lenses.
- Assists patient in frame selection.
- Adjusts and repairs glasses.
- Maintains inventory of materials and cleans instruments.
- Perform other duties as assigned.

### **Qualifications**

- 1 or more years' experience in Optometry/optical dispensing and front office.
- Knowledge of vision insurances, VSP, etc. processing patient files, claims, lab orders and billing.
- Computer literacy in any health information systems.
- Dispensing skills, knowledge of frame and lens products, measuring and adjusting of eyewear.
- Contact lens skills, knowledge of contact lens types, dispensing and training.
- Ability to multi-task and cooperate with team members to deliver high quality care.
- Willing to learn and respond to new challenges in patient care, new technology, and keep up with the latest trends in fashion eyewear, optometry, and eye care.



華埠服務中心  
**Chinatown Service Center**

Optician

- Good written and verbal communication skills.
- Bilingual in Chinese Cantonese and/or Mandarin a plus, but not required.

**Please send your resume to:**

**[cschr@cscla.org](mailto:cschr@cscla.org)**

**Subject: Optician**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**