

Position:	Optometric Assistant/Receptionist
COMPANY:	Hometown Vision
LOCATION:	Ponoka
HOURS:	Part time and/or full time. Mostly Monday-Friday 8:30-5:00. No weekends. Possible evening (e.g. 11-7:30) 1 day per week.
SALARY:	Starting \$19/hr with increases based on experience
REQUIREMENTS:	<ul style="list-style-type: none"> • High proficiency in English • Experience in retail sales or customer service is preferred. • Previous experience in optical or a medical office setting is advantageous. • Knowledge of front desk operations within a healthcare environment is a plus. • Strong interpersonal skills and the ability to work effectively in a team-oriented environment. • A commitment to providing high-quality patient care and maintaining confidentiality. • Willingness to learn as we will provide training in optometry specific skills.
DUTIES:	<ul style="list-style-type: none"> • Conduct preliminary tests and gather patient history to support the optometrist. • Understanding and triaging emergency eye care. • Manage front desk responsibilities, including making/answering phone calls, scheduling appointments and handling patient inquiries. • Maintain accurate electronic medical records (EMR) using VisualEyes • Provide information on optical products and assist patients with frame/lens selection • Support retail sales by promoting eyewear products and services. • Ensure the cleanliness and organization of the office and examination areas. • Collaborate with team members to enhance the overall patient experience. • Make minor adjustments to frames. • Handle billing, insurance claims, and payments. • Place aided orders for lenses, frames, and contacts with optical labs
POSTING DATE:	May 1 st 2025
CLOSING DATE:	When position is filled
HOW TO APPLY:	Submit resume to s2rowlan@uwaterloo.ca