



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

### **Position Description**

**Position:** Optometrist (Part-time)  
**Location:** Lac Courte Oreilles Community Health Center  
**Salary Range:** Negotiable  
**Posting Date:** January 25, 2022  
**Closing Date:** Open Until Filled

#### **Description of Position:**

The Optometrist will be expected to use their skills and knowledge to provide high-quality vision care to our patients. Duties include conducting eye examinations, prescribing corrective lenses, and determining patient's visual alertness.

#### **Qualifications:**

- Doctor of Optometry Degree (OD) from an accredited school.
- Must possess and maintain a current and unrestricted license to practice as an Optometrist in any state within the United States. Willing to obtain WI license within 90 days of hire.
- Two-plus years of optometrist experience preferred
- Possess in-depth knowledge of eye-related disorders, conditions and treatment.
- Customer service oriented with excellent analytical and communication skills.
- Must have general computer proficiency.
- Demonstrated problem solving skills and multitasking ability.
- Strong interpersonal skills.
- Possession of high ethical standards.
- Successful and positive working relationships with supervisors, co-workers and support staff.
- Development of positive community relations.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

- Must be able to pass pre-employment and random drug testing
- Must be able to pass a criminal background check.
- Must be CPR certified or willing to obtain within 30 days of hire.

### **Duties and Responsibilities:**

1. Diagnosis of visual and ocular problems through external and internal physical evaluation of the eye and adnexa.
2. Treatment of visual, ophthalmic, and related disorders through prescription of corrective lenses, pharmacological therapy and other standard treatments, consistent with granted privileges.
3. Proficient in the diagnosis and management of common ocular diseases including conjunctival and corneal disease, anterior uveitis, retinal vascular disease (including diabetic ocular complications), optic nerve disease (including glaucoma), retinal degenerations (including macular degeneration), retinal tears and detachments, as well as routine comprehensive eye exams.
4. Determine prescriptions for glasses and contact lenses.
5. Diagnose vision problems, including farsightedness, nearsightedness and astigmatism.
6. Diagnose eye strain.
7. Test for glaucoma.
8. Diagnose retinal detachment.
9. Diagnose cataracts.
10. Test for color blindness.
11. Treat dry eyes.
12. Treat pink eye and other eye infections.
13. Prescribe medications and low-vision aids.
14. Provision of emergency eye care including diagnosis and treatment of ocular trauma or pathology on an outpatient basis consistent with granted clinical privileges.
15. Referral of patients requiring medical or surgical services to the appropriate medical specialty.
16. Completion of accurate patient care notes and billing documents, which comply with all applicable guidelines.
17. Provision of care to inpatients consistent with clinical privileges or in assistance to ophthalmologist.
18. Responsible for timely electronic health records data entry pertinent to patient service role.
19. Performs other related duties as assigned.
20. Reporting of adverse incidents.

**Supervision and Guidance:**

The Optometrist will work under the direct supervision of the Medical Director with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any Stated Qualifications**

**Three (3) Current Letters of Recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

01/19/2022