

Director of Optical Operations: Lake Charles

Assures smooth patient flow through the optical areas, maintains oversight of optical staff. Responsible to ensure adequate optical support through the development of the assignment schedule. Provides support to the practice administrator through the function of Optician staff evaluations, interviewing, performance problem resolution and process improvement. Functions and role model/leads by example in all clinical functions and interactions. Constantly strives to maintain a balance for quality, selection and cost control. May have accountability for other departments as dictated by the needs of the practice (i.e. Contact Lenses, Refractive Services, etc.). Performance of this job may directly or indirectly result in access to protected health information (PHI). Any access will be limited to the performance of specific job activities and every effort will be made to prevent inadvertent disclosure of PHI.

5 years minimum optical/retail sales experience, typing skills, and strong customer service skills. Experience directing the work flow of others and diplomatically resolving performance-related issues. Must be able to learn the use of computers and the operation of various office machines including copy machine, calculator, fax machine, electronic health and patient accounting computer systems. Strong written and verbal communication skills as well as excellent organizational skills are required. ABO certified and/or Bachelor degree in business preferred.

The Eye Clinic is an Equal Opportunity Employer.