



Employment Opportunity

Job Title: Bilingual Receptionist
Job Type: Full-time Employee
Reports to: Operations Manager
Location: optical Prime mobile eye clinic
Website: www.halfhelen.org

Job Description

At half Helen (hH), we exist to help our patients see the world clearly. hH is searching for a Spanish-speaking associate with a big heart to join our small, but growing not-for-profit organization. No eye care experience? Not a problem! You will love this position if you are outgoing, eager to learn, and enjoy helping people. This is an exciting opportunity to build a career in the optometry field! We will provide on-the-job training and access to continuing education for you to learn the skills you need to grow in our organization.

Responsibilities:

- Gather information about a patient's vision history
- Perform pre-examination testing
- Help patients choose the perfect eyewear
- Assist the Optometrist as needed

Characteristics:

- Enthusiastic and comfortable providing care to low-income children and families
- Excellent people skills and a desire to help people
- Daily travel required to different, predetermined locations
- High school degree or equivalent
- **Bilingual-Spanish required**

Benefits:

- Competitive pay
- \$500 monthly allowance for health benefits
- Scrubs (staff uniform) and PPE provided by hH
- Paid holidays and vacation

To apply: please email your resume to Chelsea Elliott at chelsea@halfhelen.org