



Employment Opportunity

Job Title: Mobile Clinic Coordinator
Job Type: Full-time Employee (exempt)
Reports to: Executive Director
Location: optical Prime mobile eye clinic
Hours: 8:00am - 5:00pm
Pay: \$20/hour
Website: www.halfhelen.org

Job Description

At half Helen, we exist to help our patients see the world clearly. half Helen 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:

- Serve as primary contact for oP clinic team
 - Ensure the mobile clinic is clean and tidy at the beginning and end of each day
 - Set up the glasses display each day
 - Manage the clinic schedule
 - Ensure patients are signed out after glasses orders are placed
 - Help patients choose the perfect eyewear
 - Place glasses orders daily
 - Assist staff and relief optometrists as needed
 - Conduct weekly inventory assessments to ensure the clinic is fully stocked
- Serve as primary contact when the clinic visits schools
 - Communicate directly with schools to ensure students receive eye exams
 - Manage patient flow to ensure the clinic operates on schedule
 - School goal: 16 kids per doctor, per day (32 if two doctors onboard)
 - Update the Pediatric Tracker spreadsheet each day with students seen

- Assist students to choose the perfect eyewear and place glasses orders
- Serve as primary contact when the clinic visits community health clinics
 - Warmly greet patients and visitors onboard the mobile eye clinic
 - Perform check-in and confirm referring clinic for eligibility
 - Confirm address
 - Confirm Primary Care Clinic
 - Confirm insurance status
 - Gather patient's contact information and input into their Crystal chart
 - Comfort patients by anticipating anxieties and effectively answering questions
 - If needed, perform pre-examination testing and data collection
 - Offer translation services for Spanish speaking patients
 - Support patient flow to ensure all scheduled patients are seen by the doctor
 - One (1) doctor working: 15-16 adult patients per day
 - Two (2) doctors working: 30 adult patients per day
- Communicate requests for prescriptions and patient exam summary reports to the Patient Support Specialist (PSS)
- Provide general office and clerical support
- Disseminate and collect patient satisfaction surveys

Characteristics, Skills, and Abilities:

- Enthusiastic about serving patients and their families and striving to develop positive relationships with our patients
- Proficiency in software programs such as Microsoft Office Suite and Google Drive
- Excellent people skills and a desire to help people
- Strong attention to detail and accuracy
- Comfortable with multitasking
- Daily travel required to different, predetermined locations
- High school degree or equivalent
- **Spanish-speaking required**

Benefits:

- Competitive pay
- \$500 monthly allowance for health benefits
- Scrubs (staff uniform) and PPE provided by half Helen

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