

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Optical Assistant – 1 or more positions

LOCATION: Tribal Health Department – St. Ignatius/Polson

SALARY: Negotiable DOE
1 Year Temporary employment agreement

CLOSING DATE: Thursday, January 9, 2025 at 5:30 p.m. MST

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test. The successful applicant will be required to serve a mandatory six-month probationary period.**

The primary purpose of this position is to provide direct, non-clinical and clerical work using independent decision making which requires practical knowledge of (a) optical techniques and procedures and (b) various clerical and office management tasks and procedures. The incumbent performs a variety of duties related to provision of optical services to patients of Tribal Health. The Assistant Optician works at two clinical office locations and works with the Lead Optician and Optometrist to meet the requirements of both patient and healthcare delivery services. The Assistant Optician performs a variety of office management duties and assumes other duties as indicated by Tribal Health. This position is responsible for the following tasks and duties, among others as assigned.

- Welcomes customers arriving to optical, provides patients direction for clinical appointments, and notifies clinician of patient arrivals.
- Receives phone calls and prioritizes requests for optical/optometry services. Forwards calls to other services, as appropriate. Takes messages from callers and from voicemails. Assures that patients calls receive an appropriate response within a reasonable time frame.
- Supports customers following clinical exams to include educational information, affirming clinical recommendations and instructions, and patient optical care standards.
- When Lead Optician is unavailable, assists optical customers with selecting appropriate spectacle frames, lens designs, and other spectacle design options to address their daily living needs.
- When Lead Optician is unavailable, takes measurements required to ensure proper fitting of spectacle lenses and frames.

- Places orders, receives shipments, and dispenses purchased optical products.
- Receives and implements direction from clinician regarding medical recommendations associated with optical products.
- Assists Lead Optician with management of frame boards, frame inventory, vendors, and best practice optical recommendations for improved patient care.
- Assists Lead Optician in verifying that received products are within industry standards and assists in matching clinician's prescriptions to orders.
- Works closely with Lead Optician to correct errors in received orders.
- Assists Lead Optician in providing frame adjustments, repairs, and warranty replacements for patients.
- Assists Lead Optician in providing information for all TH and Tribal assistance programs related to purchasing optical products.
- Assists Lead Optician in providing patients with information on all optical products and optometry services, associated costs, available warranties, and general information to support medical needs.
- Assists with scheduling of recipients for exams, follow-ups, will call, fittings, conflicts, and updating cancellations and no-shows.
- Assists Lead Optician with receiving and recording payments from patients and TH programs for optical products, verifies recipient eligibility for third party payment, and reconciles payments appropriately.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Ability to demonstrate basic algebra skills and basic clerical skills in a written test.
- Ability to successfully pass civil and criminal background check for persons working with children and vulnerable adults;
- Possess a current and valid Montana driver's license and be insurable under the Tribes fleet policy.
- Employee must be able to lift 25 pounds.
- Employee must be able to perform computer, data entry and word processing related tasks for long periods daily, as required.
- All applicants must have experience working with the Salish or Pend d'Oreilles or Kootenai people or other appropriate population.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant academic transcripts, training certificates, and licensure.
3. Copy of a current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1040 or personnel@cskt.org

FOR MORE INFORMATION: Contact Clint Hoxie at 406-675-2700 ext. 5091