



Joseph M. Smith
Community Health Center

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www.jmschc.org

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Position Available

The *Joseph M. Smith Community Health Center* is now accepting applications for the following position:

DISPENSING OPTICIAN

RESPONSIBILITIES:

1. Interpreting optical prescriptions written by optometrists or ophthalmologists
2. Giving Advice to patients on lens type, frames and styling
3. Fitting contact lenses and giving advice on their care and use
4. Taking frame and facial measurements to ensure correct fit and positioning
5. Advising patients when adjustments or repairs to spectacles are needed
6. Selecting, Managing and ordering a range of optical products
7. Checking lenses on delivery to ensure that they meet the required specifications
8. Arranging and maintaining shop displays
9. Meeting with sales representatives from vision care product suppliers
10. Work within guidelines of insurance various insurance plans

HOURS: Full and part-time -- 20-40 hours per week, Exempt. Position offers competitive salary and excellent benefit package.

QUALIFICATIONS:

1. Massachusetts State Optical License/ Certification Required
2. 1-3 years optical experience desired
3. Bilingual English/Spanish or Trilingual English/Spanish/Portuguese Required
4. Effective interpersonal Skills – Excellent customer service skills
5. Ability to present and sell eyeglass features and specialty lenses

Interested candidates should send resume to: Human Resources at 564 Main St. Waltham, MA 02452 or fax to 781-693-3817 or email hr@jmschc.org.

Joseph M. Smith Community Health Center is an Equal Opportunity & Affirmative Action Employer