

## **Vision Therapy Assistant**

Looking for a more rewarding career? Consider becoming a vision therapy assistant!

Rewarding position, working in a unique medical clinic with children and adults to improve their visual system to enhance their education and daily life skills through Vision Therapy. We are looking for someone who is mature, reliable, has the ability to learn new things, and can work independently. Must love kids! This position is a great opportunity for the right person.

### **Duties and Responsibilities**

- Greeting patients
- Preparing patient files
- Scheduling appointments
- Answering phone
- Responding to emails
- Using scheduling/patient management software
- Preparing/typing forms
- Managing patient flow
- Collecting fees
- Perform and document a variety of diagnostic tests
- Communicate patient information to optometrist
- Communicate home activities with parents/guardians
- Light cleaning

### **Skills and educational requirements:**

- Excellent verbal and written communication skills
- High attention to detail, ability to work independently and also a team player
- Knowledgeable in Microsoft Word, Excel, and Gmail
- Minimum high school degree
- Ability to work with a diverse group of patients including children, adults, elderly and special needs and/or health care experience
- Previous experience in education, healthcare field or working with children is desired

### **Part-Time Position Includes:**

- Approximately 20 hours/week with the possibility of an increase in hours
- Hours are mid-morning/early afternoon (flexible) to 6:15 pm Monday-Thursday
- Pay starting at \$13-\$15/hour depending on experience with room for rapid advancement once trained

Please send cover letter and resume via email to [info@newhorizonsvision.com](mailto:info@newhorizonsvision.com)