



Neighborhood Health – Optometry Team Lead  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add an Optometry Team Lead to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Optometry Team Lead, you will:

- ✓ Assist the Medical Office Supervisor with the day-to-day management of the Optometry department.
- ✓ Coordinate the work assignments and schedules of the Optometry front desk.
- ✓ Maintain and review patient electronic health records, charting pertinent information including medical history, past ocular history, family ocular history, and medications.
- ✓ Complete initial patient testing including auto refraction, NCT, and visual field screener.
- ✓ Performs any necessary special testing including visual fields and fundus photography.
- ✓ Assist the Optometry front desk with triaging phone calls and walk in patients, set up outgoing referrals, reconcile referrals and manage all incoming referrals.
- ✓ Ensure all exam rooms are clean and well-stocked with necessary supplies and materials.

Requirements:

- One year of experience in a medical / dental / optometry / public health office.
- One year of supervision experience required.

Education Requirements:

- High School diploma or GED required.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)