



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-082  
JEMEZ HEALTH & HUMAN SERVICES  
OPTOMETRIST

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<b>Position Title:</b>	Optometrist	<b>Pay Level:</b>	\$54.58 – \$81.87
<b>Position Open Date:</b>	10/10/2024 – Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Medical Director		

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**POSITION SUMMARY:**

Responsible for providing preventive educational, and corrective eye and visual system services within the scope of a community-based eye care health program; supervises the optometry staff, clinic workflow and performs administrative duties that are in conjunction with direction of Jemez Health and Human Services. Evaluates, diagnoses, and treats patients in an outpatient clinic setting.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Doctor of Optometry degree (O.D.) from an accredited optometric school; AND two (2) years of clinical optometry experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Valid license from the New Mexico Optometry Board

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to exposure to bodily fluids and other biohazards.

## **ESSENTIAL FUNCTIONS:**

- Plans, organizes, administers, coordinates reviews and evaluates the work of assigned staff.
- Makes effective recommendations regarding selection of staff; provides for training and professional development of staff; administers discipline as required.
- Assists in developing and implementing goals, objectives, policies, procedures, and work standards for the unit; prepares and administers the unit's budget.
- Provides and manages direct patient care, including eye examinations, evaluations, assessments, diagnoses, and treatment.
- Prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assess eye and visual system conditions.
- Responsible for maintaining an appropriate record of all treatment provided to eligible patients.
- Counsels on eye and visual system problems, impairments, or eye hazards; refers patients for medical surgery and/or other treatment to the appropriate medical specialty when appropriate.
- Coordinates and participates in health promotion, education, and prevention programs.
- Consults with private physicians and public agencies in securing treatments for patients requiring services beyond those available at the clinic.
- Ensures compliance with regulatory and legal requirements.
- Stays current on developments in the field of optometry, responsible for professional practice through active participation in professional organizations and continuing education. Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Principles, practices, and policies related to the supervision of employees.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles and practices of budget development and administration.

- Diagnostic and patient care services in area of optometry.
- Principles, methods, and procedures for the delivery of eye evaluation, diagnosis, and treatment.
- Legal and ethical standards for the delivery of optometry services.
- Relevant drugs and non-pharmaceutical patient care aids and ability to prescribe medications and instruct patients in correct usage and dosage.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.
- Computer software utilized by the clinic.

Skill in:

- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Maintain quality, safety, and infection control standards.
- Observing, assessing, and recording symptoms, reactions progress.
- Planning, organizing, supervising, and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in the development and implementation of goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Performing optometry procedures in an efficient, effective, and safe manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using software applications related to duties.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independence judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities and meeting critical deadlines.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**