



Human Resource
Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Optical Dispenser/Program Support
DEPARTMENT: Eastern Shoshone Tribal Health
SUPERVISION: Eastern Shoshone Tribal Health Director
SALARY: Depending on Experience
OPENING DATE: October 19, 2021, 2021 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

This Position is under the general supervision of the Director of Tribal Health Program and under the direct supervision of the Director. The Optical Dispenser will provide individual and group educational services to clients as well as perform assistance to Tribal Health staff where applicable. This position will also serve as the trainee position (technician) for the Shoshone Eyeglass Program and be willing to obtain certification as an optician through on the job training as well as coursework required to meet standards. Expertise in the use of statistical computing and data management systems. Excellent written, oral, and interpersonal communication skills. Demonstrated success in meeting deadline, working indecently, providing staff education/training, being innovative and proactive in solving problems, and learning medical terminology, strong working knowledge of pc workstations and Microsoft applications such as assess, Visio, excel, and PowerPoint, proficiency with word processing, spreadsheets, and database management.

DUTIES AND RESPONSIBILITIES

- Receive customers' prescriptions for eyeglasses or contact lenses.
- Measure customers' eyes and faces, such as the distance between their pupils.
- Help customers choose eyeglass frames and lens treatments, such as eyewear for occupational use or sports, tints or anti-reflective coatings, based on their vision needs and style preferences.
- Create work orders for ophthalmic laboratory technicians, providing information about the lenses needed.
- Adjust eyewear to ensure a good fit.
- Repair or replace broken eyeglass frames.
- Educate customers about eyewear and diabetes information on eyecare—for example, show them how to care for their contact lenses and offer resources.

- Perform business tasks, such as maintaining sales records, keeping track of customers' prescriptions, and ordering and maintaining inventory.
- Submit PCC and Monthly reports as required.
- Collaborate with SDPI program for clients in need of Optics.
- Maintain EMR and implement data recording systems.
- Collaborate with the IT tech for network system and support.
- Collaborate with program Coordinators and Tribal Health Director on all reporting paperwork.
- Determines data needed to be collected and the appropriate data resources for specific health data projects.
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- Trains and educates programs on data collection tools and equipment.
- Educates and trains EMS responders and reporting agencies on proper data collection process.
- Other duties as assigned by Tribal Health Director.

QUALIFICATIONS:

- Associates degree or three years in health or a health- related field.
- Certification in optical dispensing, but interested individuals searching for training and willingness to learn will be considered.
- Awareness of disease prevention, intervention and health education.
- Must comply with HIPAA and patient confidentiality.
- Excellent oral and written communication and excellent computer skills.
- Self-started, completes tasks in a timely manner and possess the ability to work independently.
- Ability to maintain effective working relationship with providers and ancillary staff in addition to the community.
- Certification in First Aid/ CPR Instructor, other specialty trainings or Certified Diabetes Educator (CDE) preferred but not required.
- Excellent verbal and written communication skills.
- Ability to understand and execute a variety of complex written and oral instructions.
- Knowledge of disease management, prevention.
- Required to possess a valid driver's license and be insurable under the Tribes vehicle auto insurances.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.
- Other Duties required by Supervisor.

Other:

- No felonies or DUI Convictions within the last 3 years.
- Must have a valid driver's license.
- Must be first aid and CPR Certified within the first 90 days of employment
- Must obtain a CNA within 6 months of employment
- Must be physically fit
- Must be able to lift at least 40 lbs.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.