

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Optician  
**Department:** BRHWC – Optical  
**Hourly Rate:** \$17.00 to \$20.00 DOE  
**Full Time:** 40 hours  
**Exempt:** Non-Exempt  
**Supervisor:** Optometrist  
**Posting Date:** Public  
**Opens:** December 16, 2024  
**Closes:** January 06, 2025, at 4:30 PM  
**Posting Date:** **Open Until Filled**  
**Opens:** **January 9, 2025**  
**Closes:** **Open Until Filled**



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## Benefits

**Excellent family Insurance**

**Paid Holidays: 17 Full + 2 ½ days**

**Personal Leave: 24 Hours renewed annually to use upon hire**

**Sick: 8 hours accumulated monthly, limit 300 hours**

**Annual: 8 hours accumulated monthly, increases with years of service**

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**Summary:** The Optician, or Dispensing Optician, is responsible for helping customers achieve the right type of eyeglasses, lense shape or contact lenses in accordance with their eyesight or eye conditions. Their duties include communicating with other eye care professionals to receive prescriptions and send them to Laboratory Technicians, providing customers with sample frames to fit their prescriptions and maintaining accurate customer data regarding their current or updated prescriptions.

On a typical day, an Optician starts by receiving shipments from suppliers or laboratories with completed prescriptions or eyeglass frames. They restock display items and call customers to let them know their prescription contact lenses or eyeglasses are ready for pickup. Throughout the day, they greet customers, talk to them about different lens options and communicate with lab professionals to check the status of prescriptions. During downtime, they organize customer files or update prescription data on a digital filing system. Opticians also use this time to check inventory levels and place additional product orders.

Opticians will work as part of a team of eye care professionals that includes Ophthalmologists and Optometrists. Their patients are individuals who have had an eye exam and received a prescription for corrective lenses. Opticians don't have the ability to diagnose eye conditions, but they can provide customers with information about the best frames or lens options after customers receive

prescriptions or diagnoses. Opticians need to have a thorough understanding of the different types of optical aids available, and their duties usually include:

**Essential Duties and Responsibilities** include the following:

- Interpreting the results of eye examinations, using prescriptions written by Optometrists and Ophthalmologists
- Advising patients on frame weights, materials, styles and colors
- Recommending lenses, coatings and frames to suit customers' needs
- Measuring customers to determine suitable types and styles of frames
- Adjusting frames so they fit properly
- Preparing orders for glasses and contact lenses by checking prescriptions, lens thickness and other specifications
- Making sure that orders for glasses and contact lenses have been processed accurately
- Other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to maintain a high level of confidentiality
2. Highly dependable, excellent attendance
3. Training and certification in fitting contact lenses
4. Excellent attention to detail, particularly for interpreting prescriptions and checking lenses
5. Strong communication skills and the ability to explain technical information clearly to customers
6. Familiarity with optical products
7. The ability to work effectively as part of a team
8. Excellent verbal and written communication skills
9. Able to interview patients/clients and document accurately, interact with the public and prospective patients/clients, speak effectively, and be readily available for crisis
10. Strong verbal and written communication skills
11. Complete and pass HIPAA training
12. Ability to organize and prioritize tasks.

**QUALIFICATIONS AND EXPERIENCE:**

1. Training and certification in fitting contact lenses
2. Excellent attention to detail, particularly for interpreting prescriptions and checking lenses
3. Strong communication skills and the ability to explain technical information clearly to customers
4. Familiarity with optical products
5. The ability to work effectively as part of a team
6. Good verbal and written communication skills. Ability to work well with many individuals.
7. Ability to perform multi-tasks in an often-busy environment. Ability to keep calm during emergency situations

8. Basic Computer knowledge and keyboarding skills a necessity. Strong Computer skills are preferred
9. Must be dependable, punctual, relate well with others and able to meet deadlines.
10. Must understand the Native American community and culture, as well as experience working with people from diverse ethnic groups and various backgrounds.
11. Must pass a pre-employment drug test upon employment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

**Physical Demands:**

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

Must be physical able to perform all job duties. Walking, standing, bending, stooping and occasional lifting up to 25lbs and/or carrying for short distances.

**Cultural Sensitivity:**

This position requires an awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It always requires the ability to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgement in handling sensitive issues. Open mind to culturally sensitive treatment plans that have a healing component such as sweat lodge; pipe ceremony; talking circles with eagle feathers; etc.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)