The Illinois College of Optometry is the oldest and largest school of optometry in the United States. Its mission is to develop highly qualified clinical optometrists through excellence in optometric education. The Illinois Eye Institute (IEI) is the clinical division of the College and is one of the largest providers of eye care in the State of Illinois. The mission of the IEI is to provide comprehensive ophthalmic services to maintain eye and systemic wellness via an integrated health care approach. IEI has world renowned optometrists and ophthalmologists in all areas of sub-specialty eye care to meet the needs of its patients and to provide the clinical training for students and residents of the College.

The Illinois Eye Institute seeks a qualified individual to work in our busy medical eye clinic, to work as a part of an integrated healthcare team to care for the visual and ophthalmic needs of an adult patient population. If you are interested in working regular hours, enjoy working in an academic setting, and are willing to learn new technology, you should consider this unique employment opportunity for a certified ophthalmic technician.

LEVEL: Exempt Full-time

Salary: Commensurate with Experience. Full Benefit Package including Medical, Dental, Vision, 403(b), Life Insurance, Long and Short-term Disability, Holiday Pay.

REPORTING RELATIONSHIP: Senior Director, Ophthalmology Services and Practice Development

ESSENTIAL JOB FUNCTIONS:
- Assist and care for patients by serving as their initial entry for examination
- Elicit chief complaints and history of present illness, complete medical history, and medications.
- Perform diagnostic tests in preparation for a formal physician’s assessment.
- Documentation/Recoding of medical information into electronic health records
- Assist doctors in the delivery of care to patients
- Provide specialized testing for medical ophthalmic evaluation of the eyes
- Coordinate consultations for tertiary care and other healthcare needs
- Effectively and efficiently address patient’s individual needs through coordination of care
- Demonstrate dedication to enhancing customer service by serving as a role model in delivering quality customer service
- Seek feedback on services from patients and department staff, integrating ideas and suggestions for improvement

MARGINAL FUNCTIONS
- Other job related duties as assigned to facilitate the care of others

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
- COA/COT applicants much have completed the certification process or must plan to complete the certification within 3 months of employment
- Minimum one (1) year experience preferred
- Current CPR certification
- Strong Computer skills, work experience with Electronic Health Record preferred
- Knowledge of medical instrumentation and its proper care and usage needed.
- Ability to assess common safety hazards and take precautions to establish a safe work environment required
- Expert organizational skills
- Ability to maintain professional attitude with patients, staff, students, residents and faculty
- Ability to meet deadlines regardless of circumstances or pressures
- Effective communication skills
- Attendance must be in accordance with College policy
- Maturity in judgment and demeanor
- Requires the ability to handle numerous tasks with speed and efficiency
The Illinois College of Optometry and the Illinois Eye Institute has no contract or implied contract with its employees concerning the terms and conditions of employment. The Illinois College of Optometry and the Illinois Eye Institute and its employees each have the right to terminate the employment relationship at any time, with or without notice and no officer or employee of Illinois College of Optometry or Illinois Eye Institute has the authority to alter or amend this expressed policy except the President, who is authorized to alter or amend this expressed policy only in writing. Termination issues regarding faculty are governed by the Faculty Handbook.

We are an EEO Employer

**HOW TO APPLY:**

In the subject line of your e-mail, type

*Ophthalmic Technician*

Attach your resume and cover letter to your e-mail and

Submit to

[HR@ico.edu](mailto:HR@ico.edu)

Illinois College of Optometry/Illinois Eye Institute
Human Resources Department
3241 South Michigan Avenue
Chicago, IL 60616

No phone calls, please.