

Ophthalmic Assistant

Job Category: Technician

Full-Time

Job Details

Marietta Eye Clinic is actively recruiting for an Ophthalmic Assistant to join our clinical team! If you enjoy learning new skills and desire to grow your career in healthcare, we encourage you to apply to this exciting opportunity. We are looking for candidates that are committed to providing the highest levels of patient care and love working with a motivated team.

No experience? No problem! Our team of clinical trainers will give you all the tools you need to be successful.

As a leader in eye care, Marietta Eye Clinic has served the metro Atlanta community for over 55 years. We are a growing Practice with over 30 providers, over 300 employees, and 11 locations across metro Atlanta with more locations to come! MEC was named Best Eye Care Group in 2022 and 2023 by the Best of Cobb and was also named in Newsweek as one of the Best ASCs in the nation. Come join us as we continue to provide first class care to our patients.

Summary of Responsibilities: To greet patients in a professional, courteous manner and obtain and document pertinent medical and ophthalmic patient history on the appropriate forms. This person is also responsible for basic clinical and diagnostic testing responsibilities.

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Essential Job Functions:

- Performs basic diagnostic tests accurately and in a way that instills patient confidence
- Assist physician or optometrist with clinical procedures, administers eye drops and oral medications and inserts and removes contacts
- Triage patients appropriately based on appointment time and acuity of problem prepares patient for doctor and maintains smooth, efficient flow throughout clinic
- Adheres to all administrative and clinical practice policies and procedures
- Provide education to patients before and after procedures in terms they can understand, providing written instructions as available.
- Must be able to travel between offices as needed to staff other clinics.

Minimum Education Requirements

- High school diploma or GED.

Minimum Background Requirements

- Complete MEC Training Program
- Experience preferred but not required
- Certification preferred but not required

MEC Benefits and Perks:

- Generous paid time off in addition to national holidays, two floating holidays, and birthday holiday
- Medical, Dental, and Vision insurance after 30 days of employment
- 401(k) with company match
- \$250 of professional development funds provided every year
- Tuition reimbursement
- Employee assistance program
- Employee discounts at select businesses