



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Optometry Receptionist

**Open Date:** January, 2019

**Closing Date:** Until filled

**Job Responsibilities:**

- Answer phone calls and take appointments from patients' for various optometrist doctors available for consultation at the clinic.
- Ensure to make charts for each optometrist which provides schedule of activities on a daily basis.
- Ensure availability of optometric supplies at all times and indenting required supplies by stock checking once a week.
- Help the patients' in selection of frame by providing suitable suggestions and information about the frame.
- Providing guidance to the patients' about the usage and care with regard to the spectacles and contact lenses.
- Help patients' in repairs and adjustments of frames and lenses as and when necessary.
- Provide updated of billing details for the patients' and print billing invoices to patients.
- Make sure to file all the bills in appropriate files and produce to management when necessary.
- Provide patients' with insurance authorization procedures y getting forms filled and submitted to insurance company on time.
- Make, cancel and keep track of appointment schedules and work with optometrist's availability in the clinic.
- Update optometrists regarding the work flow on a daily basis.
- Perform other duties as assigned.

**Job Requirements:**

- High School Diploma and 1 Year minimum working experience in optometry office functions, patient scheduling and registration.
- Higher level of customer service and a positive approach.
- Ability to speak clearly, distinctly, and pleasantly on telephone and face-to-face patient encounters while maintaining professionalism.
- Proficiency in written and verbal English and targeted language.
- Able to work effectively while multi-tasking.
- **Bilingual in English and Cantonese and/or Mandarin required.**

**Please send your resume to:**

[cschr@cscla.org](mailto:cschr@cscla.org)

**Subject: Optometry Receptionist**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**