



NORTON SOUND HEALTH CORPORATION

PO Box 966
Nome, Alaska 99762
(907)443-3311
Fax: (907)443-2085

Job Vacancy Notice

Eye Care Assistant, Eye Care

PURPOSE OF POSITION: To assist patients in the fitting, adjusting and repair of eyewear. Dispenses finished optical products. Responsible for implementing billing policies and procedures, interviewing and counseling patients in eye care financial matters. Maintains accurate accounting records, submits required financial and service reports in a timely, accurate manner. Work will be performed in accordance with all applicable policies, procedures, laws, regulations and NSHC's vision, mission and corporate values.

EDUCATION AND EXPERIENCE: A high school diploma or equivalent is required. At least one year of formal or on the job training in the optical field is preferred. One year of demonstrated clerical experience in an office setting required. Experience in the optometry setting or optometry training is also preferred.

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:
Geraldine Ongtawasruk, HR Recruitment Assistant
gongtawasruk@nshcorp.org
(907)443-4530
907-443-2085 fax
www.nortonsoundhealth.org

NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.