



## Ophthalmic Technician

[Retina Los Angeles](#)

Los Angeles, CA

### Job details

#### Job Type

Full-time

### Benefits

Health insurance

Dental insurance

Vision insurance

Life insurance

Sick, Vacation and Holiday Pay

401(k)

### Full Job Description

#### Overview

How can we make your day? At Retina Los Angeles, our goal is to provide world-class eye care and exceptional customer service to our patients. We believe that teamwork is very important and that when we work together, we can achieve amazing things.

We are looking for team players with a strong work ethic and positive attitude – these attributes are more important to us than experience. We encourage and support an environment of teaching and growth for our staff.

We invest in creating a positive work environment, where you might follow your career goals and grow, so that together we can take exceptional care of our patients.

## Responsibilities

Located in sunny Los Angeles, our physicians are leaders in patient care, education, and research. We provide the highest quality eye care to a diverse group of patients, from premature infants to children to adults of all ages. Our physicians are Ophthalmologists (eye doctors) with subspecialty training in Retina.

The Retina is the back part of the eye. Like the film of a camera, it is the final place where light (or an image) is processed before traveling to the vision center of the brain. We take care of patients with a wide array of vitreoretinal conditions, and we enjoy teaching our patients and our staff about the cause and treatment of these conditions, using the latest research and highest quality, cutting-edge diagnostic imaging equipment.

You will contribute as an essential member of our team-first approach to collaborative medicine. You will benefit by learning in an environment where empathy and education are fostered and supported. We all work together to prevent health care errors and strongly emphasize patient safety and high-quality care. Team members are encouraged to communicate and to work together to support quality improvement.

Our mission is to restore and protect our patients' vision. We feel it is very rewarding to work on a team where we strive to prevent blindness and take care of others.

Our Ophthalmic Technicians provide assistance to our Ophthalmologists by performing clinical and administrative tasks required to effectively handle the day-to-day function of our practice. This job performs Ophthalmic Technician duties, including and not limited to those described below.

### Principal Responsibilities:

- Welcomes patient and shows them to the workup room.
- Completes work-up of patient, including collecting chief complaint, medical history, medication list, and allergies.
- Performs testing of vision, checks pupils, and tests intraocular pressure with a Tonopen or Applanation Tonometry.
- Depending on experience and/or future training, may perform additional tests including, but not limited to: Optical Coherence Tomography (OCT), Heidelberg Retina Tomography (HRT), Fundus Autofluorescence (FAF), Fluorescein Angiography (FA), Indocyanine Green (ICG) Angiography, A- or B-scan ultrasonography, Ultrasound Biomicroscopy (UBM), or Visual Field testing.
- Assists Ophthalmologist with in-office procedures, as appropriate and based on level of experience and training.

- Administers eye medications as prescribed by the Ophthalmologist.
- Prepares trays for procedures, including intravitreal (intraocular) injections.
- Washes and cleans patients' eyes after procedures.
- Cleans exam rooms after patient care. Conducts area sweeps before, during, and at the end of day to ensure that the patient care area is at the practice's high standards.
- Closes rooms at the end of the day.
- A high level of professionalism and trustworthiness are expected.
- Performs all other duties as assigned, which may include assisting in other departments within Retina Los Angeles.

At Retina Los Angeles, we currently offer the following benefits to the Medical Assistant position:

Base Pay: \$18.00 - \$20.00 per hour commensurate with qualifications and experience

- Competitive starting wages
- Performance-based raises
- Training to grow within the practice
- Paid holidays, vacation, and sick time
- Medical, Dental, and Vision Insurance plans
- Employer paid life insurance
- 401(k) retirement program
- Tuition Assistance for career growth and development
- Employee Assistance Program (EAP)

Our 3 most important service principles at Retina Los Angeles are: exceptional patient Care, Customer service, and Communication.

Our Team-First Philosophy is: "Restore. Lead. Advocate. Together, we can achieve amazing things."

- Candidates who are efficient, reliable, professional, detail oriented and organized, with the ability to communicate and work well with others are encouraged to apply. Prior experience in eye care is not required. A healthcare career track is a plus but not required. Ability to communicate in multiple languages is a plus but not required.
- COVID: Patients and staff are required to wear a mask in clinic. Staff are required to be vaccinated unless applying for an exemption.
- Employment offers are contingent upon a background check and pre-employment drug screen.

## **Schedule**

- 8-hour shift
- Monday to Friday
- Overtime
- One location at this time. Travel to additional locations may be required in the future.

## **Qualifications for Ophthalmic Technician position:**

- Strong work ethic and the desire to take great care of and provide great customer service to patients is a must.
- Positive attitude and the capacity for empathy are desired.
- Strong interpersonal and communication skills, or the desire to attain these skills, is preferred.
- Ability to handle confidential matters and adhere to HIPAA guidelines.
- High School/GED preferred.
- The ability to communicate in multiple languages is a plus.
- Basic skills in operating a computer and office equipment is required.
- Strong organizational skills are preferred.
- Ability to make chart documentation with entry into electronic medical record is required.

Just as Retina Los Angeles is dedicated to improving the quality of life of our patients and the health of our community, we are dedicated to your professional career development. With a great range of benefits that includes a comprehensive compensation and benefits package, and the opportunity to live and work in beautiful Southern California, we hope that you will find that a career with us is a rewarding and fulfilling opportunity.

Please email [careers@retinalosangeles.com](mailto:careers@retinalosangeles.com) with your interest, contact information, and a copy of your resume. If you need further assistance with this application, please call 818-578-0004.

Retina Los Angeles is an equal opportunity/affirmative action employer.