

CROSSOVER

Healthcare Ministry

Position/Title: BILINGUAL VISION ASSISTANT
Supervisor: Vision Program Manager
Status: Part Time

About CrossOver Healthcare Ministry:

CrossOver Healthcare Ministry provides compassionate, high quality healthcare to the medically underserved in our local community through the operation of two medical clinics; one in the City of Richmond and one in Henrico County. CrossOver is a 501(c)(3) non-profit organization that offers comprehensive healthcare services to its patients, including: primary care, specialty care, dental, vision, behavioral health, HIV/AIDS care, OB/GYN, medications and medications management, and social work and case

Overall Responsibility:

The Vision Assistant works to ensure that patients in the CrossOver Vision clinic receive high quality vision care, and that the volunteer eye clinicians have an excellent volunteer experience.

Key Responsibilities:

- Schedule patients for the eye clinic
- Greet patients who have eye appointments
- Pull and prepare eye charts
- Prepare eye rooms for clinic
- Do vision screenings
- Assist vision clinicians as they are providing care
- Coordinate eye glasses vouchers
- Promptly return patient phone calls.
- Coordinate supplies
- Coordinate AccessNow referrals
- Scribe/proved EClinical Assistance
- Coordinate medication requests

Key Qualifications:

- Strong interpersonal skills
- Ability to multi-task and develop creative solutions
- Experience in a medical office setting
- Ability to work with diverse group of people
- Bilingual strongly preferred

Hours: Approximately 24 hours per week/schedule varies

How to apply: Email info@crossoverministry.org, with the job title in the email subject line.. NO PHONE CALLS