



## Program Specialist – Vision Screener

### Job Summary

Vision Is Priceless, a Jacksonville non-profit organization, is seeking a dynamic and self-motivated individual to join our team. The main responsibility of the Program Specialist-Vision Screener is to facilitate and conduct vision screenings for both adults and children. The position is part-time (\$15.00/hour, 20 hours/week, non-exempt).

### Essential duties and responsibilities

1. Conduct adult vision screenings at area partner locations in the First Coast area, complete necessary paperwork, and refer clients for follow up when qualified
2. Develop and maintain working professional relationships with on-site case workers and managers at partner screening locations
3. Conduct vision screenings, and refer as necessary, for children ages 3-18 in daycares, preschools, private and parochial schools throughout the First Coast area
4. Maintain accurate children's screening records, enter screening results into database within established timeframe, communicate screening results to school personnel
5. Use database to monitor upcoming screenings and communicate with school administrators and community partners to ensure screening day preparedness
6. Manage supply of screening and educational materials
7. Maintain screening equipment in good condition, directing issues and necessary repairs to the Program Director's attention
8. Other duties as assigned

### Skills

1. Strong customer service and interpersonal skills
2. Good organizational skills and the ability to concentrate and show attention to detail
3. Ability to demonstrate good judgment, work independently and as a team member
4. Ability to manage multiple tasks
5. Self-motivated

### Position Requirements

1. 18 years or older
2. Knowledge of the Northeast Florida area helpful
3. Available to work flexible hours, occasional Saturday, and use personal car (maintain active insurance) for work related travel (mileage reimbursement)
4. Passing a level 2 background check is required
5. Computer skills, including Excel and Outlook
6. Ability to lift up to 20 pounds of equipment

Please submit cover letter, and resume to: [Cheryl@visionispriceless.org](mailto:Cheryl@visionispriceless.org). No phone calls please.