



The Fred Hollows Foundation

Job Description

Name	
Job Title	Outreach Optometry Coordinator
Division	Indigenous Program
Position type	Full time position based in the Darwin office and requires frequent travel to remote communities. A current 'A class' driver's license and ability to travel in light aircraft are essential.
Reporting & working relationships	This position reports directly to the Eye Health Program Manager and works closely with the Low Cost Spectacles Scheme Project Officer. The position also works closely with the Health Promotion Coordinator.
Date	February 2010

Role summary & time allocation	% time
This role is to provide effective administrative support and coordination of the Outreach Optometry Program. Major responsibilities include: <ul style="list-style-type: none">• Provide administrative support to the outreach optometrists• Plan for and coordinate outreach optometry visits to remote communities in the Northern Territory• Assist with all aspects of community appointments and follow up• Provide onsite support to optometrists on community visits and assist in distribution of ready reader spectacles• Assist staff in the administration of the Low Cost Spectacle Scheme as required	30% 20% 20% 25% 5% 100%

Responsibilities and related tasks	Performance objectives
Provide administrative support to the outreach optometrists <ol style="list-style-type: none">1. Provide effective administrative support and Coordination of the outreach Optometry Program2. Regularly liaise with clients, internal and external organisations, communities, government and non-government stakeholders to ensure effective flow of information and communication.3. Organise travel and accommodation and communicate itineraries and travel information	A coordinated administration service to the Outreach Optometry Service is provided that is effective and efficient, delivered in a timely manner with a high degree of accuracy.

<p>Plan for and coordinate outreach optometry visits to remote communities in the Northern Territory</p> <ol style="list-style-type: none"> 4. Coordinate planning and schedule community visits to remote communities by optometrists 5. Liaise with Community Health Clinics and NT Govt Health Clinics to plan for Outreach Optometry visits 6. Liaise with stakeholders to ensure that appropriate eye health screening equipment is available for each community visit 	<p>A well organised schedule of travel is provided. Travel booking information is maintained.</p>
<p>Assists with all aspects of community appointments and follow up</p> <ol style="list-style-type: none"> 7. Forward referral letters to appropriate practitioners 8. Restock travel bags for future trips 9. Liaise with pension concession staff regarding eligibility of clients for free spectacles 10. Liaise with optometrists and Aboriginal Health Workers regarding needs of communities and organise services 	<p>Information effectively flows throughout network of partner organisations and key people involved in Outreach Optometry Service.</p>
<p>Provide on site support to optometrists on community visits and assist in distribution of ready reader spectacles</p> <ol style="list-style-type: none"> 11. Whilst out on outreach visits, work with local clinic staff to ensure that patient lists and appointments have been scheduled 12. Assist optometrist in setting up equipment and taking notes where necessary 13. Assist in making patients feel at ease, comfortable and where identified, organise interpreters as required 	<p>Communities are prepared for Outreach Optometry visits.</p>
<p>Assist staff in the administration of the Low Cost Spectacle Scheme as required</p> <ol style="list-style-type: none"> 14. Obtain Government rebate eligibility status of clients' prescribed spectacles 15. Provide Low Cost Spectacle Scheme Project Officer with client information regarding orders and referrals resulting from community trips 	<p>Clients' eligibility for spectacles are followed through and prescribed orders are placed for the Low Cost Spectacle Scheme as required.</p>
<p>Other duties</p> <ol style="list-style-type: none"> 16. Other duties as required. 17. Undertake training as requested by Manager. 15. Understand and comply with Policies and Procedures manual. 	<p>Performance measures will be agreed when other duties arise</p> <p>Full compliance with Policies and Procedures Manual</p>

Authorised by HR Manager

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Victoria Lipa

Date

This job description defines the broad responsibilities of this position. Please refer to the workplans for more specific details of the strategies and performance indicators.

I have read, understood and agree to meet the requirements of the job description.

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Name

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Signature

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Date