

<b>POSITION TITLE: Vision Screener</b>	<b>POSITION NUMBER:</b>
<b>DEPARTMENT:</b> Clinical Service	<b>PROGRAM AREA:</b> Vision Screening
<b>REPORTS TO:</b> Oral Health and Vision Screening Managers	<b>REVIEW DATE:</b> January 3, 2019
<p><b>PURPOSE OF POSITION:</b> The school vision screener will conduct vision screening as outlined in the Ontario Public Health Standards: Requirement for Programs, Services, and Accountability and in accordance with health unit policy.</p>	
<p><b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b></p> <p><b>Education:</b> Secondary School Diploma, or a General Education Diploma (GED). Ability to read &amp; write English.</p> <p><b>Related Experience:</b> At least 1 year's related experience (e.g. work with young children, volunteer work in community).</p> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Intermediate oral communication and interpersonal skills including active listening skills and the ability to deal with clients in routine and challenging situations;</li> <li>• Non-judgmental;</li> <li>• Responsible and reliable;</li> <li>• Flexible and adaptable to change;</li> <li>• Ability to exercise strict confidentiality, good judgment and diplomacy;</li> <li>• Satisfactory Criminal Reference Check;</li> <li>• Basic ability to organize and prioritize work;</li> <li>• Basic skills in Microsoft Word and Outlook;</li> <li>• Basic keyboarding skills;</li> <li>• Basic written communication skills including the ability to communicate ideas effectively via email;</li> <li>• Demonstrated ability to maintain consistent, accurate documentation;</li> <li>• Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within the health unit district;</li> <li>• Able to work independently and to function effectively as a member of a team;</li> <li>• Fluency in a second language is an asset.</li> </ul>	
<p><b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</b></p> <p><b>Provide vision screening and visual health navigation for children</b></p> <ul style="list-style-type: none"> <li>• Administers vision screening tests, using standardized testing equipment and techniques, as per MOHLTC protocols and program policies and procedures. This includes the collection of surveillance data utilizing a Ministry approved data collection program.</li> <li>• Contacts elementary schools to schedule program delivery and controls the orderly flow of participants to and from the testing area.</li> <li>• Recommends children identified with suspected vision impairments for follow-up care.</li> <li>• Organizes and maintains equipment.</li> <li>• Maintains positive relationships with stakeholders.</li> </ul>	

- Ensures that proper consents and documentation are maintained according to health unit documentation standards.
- Identifies supplies, equipment and resources necessary to carry out programs.
- Follow and maintain infection control standards as set out by program and health unit policies and procedures.
- Completes forms and reports as required and in accordance with program timeframes.
- Updates and/or consults with the program manager when there are concerns regarding a client case.
- Maintains confidentiality in all issues relating to client care.
- Demonstrated ability to attend staff meetings regularly and participates in training opportunities.
- Participates in the orientation of staff, students, volunteers and others as may be required for the position.

**Contribute to team and Agency effectiveness**

- Works collaboratively as a member of the team; contributes to positive team functioning;
- Assists department, programs and teams in carrying out their mandates;
- Demonstrates commitment to and functions in a way that is consistent with the Agency mission, vision, values and strategic directions;
- Respects and ensures confidentiality in all work performed on behalf of the Agency;
- Demonstrates a strong customer service focus both internally and externally;
- Participates on Agency-related committees as assigned;
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster.

*Management has the right to change position requirements from time to time as Agency conditions dictate*

**CONTACTS & COMMUNICATION:**

**Internal:** Oral health team, Program Manager, other Agency staff

**External:** Elementary School Secretary, Parent/Guardian, Teachers, students, preschool program providers, and community partners.

**RESPONSIBILITY FOR RESOURCES:**

**Staff:** N/A

**Financial:** N/A

**Information:** Accurate documentation of client records; charting of findings for screening program.

**Materials & Equipment:** Use of materials and equipment related to job function

**EFFORT REQUIRED:**

**Mental:**

- Considerable attention to detail/audio concentration for clinical findings at school screening programs;
- Considerable attention to detail/visual concentration for recording and charting information;
- Must complete programs between September and June each year;
- May be required to reschedule program or alter work plan due to snow days, special events, class trips, letters not sent to parents;
- Some analysis required to assess situations & respond appropriately when dealing with school staff, parents;
- Negotiation and conflict resolution required in work with other staff and clients.

**Physical:**

- Moderate lifting/bending/moving at clinics, including clinic supplies packed in large rubber containers/luggage that is transported on wheels; medium weight (up to 35 pounds);
- Considerable sitting in health unit office and while traveling;
- Moderate holding of equipment (5 lbs, autorefractor) for extended periods of time.

**WORKING CONDITIONS SPECIFIC TO POSITION:**

- The majority of the position responsibilities are performed in elementary school settings, some general office environment work applies for case management related duties.
- Position requires constant travel to schools in the Simcoe Muskoka District including driving in inclement weather conditions.
- Limited exposure to adverse conditions e.g. hot/cold rooms in schools, poor ventilation in older schools and poor ergonomics in clinics.
- Limited isolation - related to access to manager, by phone typically.

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**Position Approvals:**

**DIRECTOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **MOH:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**POSITION HISTORY:**

New position created January 3, 2019

Nov/05