



**Prevent Blindness Georgia**

270 Carpenter Drive

Suite 606

Sandy Springs, GA 30328

**Phone** 404.266.2020 **Fax** 404.343.4809

[www.pbga.org](http://www.pbga.org)

## **Certified Vision Screener Part Time**

### **POSITION DESCRIPTION:** Certified Vision Screener

A Certified Vision Screener is part of the Star Pupils Program of Prevent Blindness Georgia (PBGA). Under the umbrella of the children's program, Vision Screeners perform instrument-based vision screenings on pre-K and school-aged children, across the state of Georgia, in lottery-funded pre-kindergartens, Head Starts, daycares, public and private preschools during the school year.

**REPORTS TO:** Vice President of Children's VisionServices

### **RESPONSIBLY and DUTIES**

- Complete and maintain Vision Screening Certification every 3 years
- Contact and maintain caseload of assigned school sites
- Schedule and confirm screening date(s) for each site
- Conduct vision screening in accordance with Prevent Blindness specifications
- Work and communicate with on site administrative staff regarding results to specifically ensured children who are recommended for follow-up care receive it.
- Prepare and provide necessary documentation for parents/guardians regarding their child's vision and/or hearing needs.
- Enter/maintain/update E.Y.E.S Database pre and post visit
- Communicate internally with other PBGA staff and screeners as necessary/required

### **QUALIFICATION and SKILLS**

- Must be 18 or older,
- A 2-or-4 year degree from an accredited college or university, or nursing degree preferred
- Proficient in Microsoft Office
- Must have a valid Driver's License
- Reliable, insured
- Ability to drive personal transportation distances of up to 100 miles per day

- As this is a partially remote position, reliable computer and internet access required
- Ability to lift and transport up 25 pounds

### **About Prevent Blindness Georgia:**

Prevent Blindness Georgia (PBGA) was established in 1965 as an affiliate of Prevent Blindness, the nation's leading non-profit eye health and safety organization. With a focus on promoting a continuum of vision care, PBGA touches the lives of more than 35,000 people each year with our direct services. Each year we vision screen over 33,000 three, four and five-year-old children; train more than 200 public health, school nurse and pediatric vision screeners; screen high risk adults for glaucoma and other aging eye diseases; provide current information on eye health and safety; and provide eye examinations and free or low-cost eye glasses to more than 2,000 adults and replacement glasses for children. In program year 2016, Prevent Blindness Georgia served 116 counties in Georgia through our children's and adult programs.

### **Application Procedure:**

To apply, email resume and cover letters to [sturner@pbga.org](mailto:sturner@pbga.org)

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Prevent Blindness ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

### **Equal Employment Opportunity**

PBGA is dedicated to providing all qualified persons with equal employment opportunities. All actions and decisions are carried out without regard to gender, race, color, religion, age, ancestry, sexual orientation, national origin, disability, genetic information, or any other classification protected by law.

We are all responsible for assuring compliance with this policy. Our President and CEO, however, has the additional responsibility to monitor and report on this policy for PBGA. All matters pertinent to this policy should be brought to the attention of the President and CEO.

The spirit and essence of this policy also applies to our actions and decisions with respect to people we serve, our members, volunteers, customers, and suppliers.

### **Pay Range & Working Conditions**

Starting pay for this position is \$15 per hour.

Expected work hours are 8:00AM and 3:00PM during the school year, not to exceed 20 hours per week. There are some work events that may fall outside of those hours. There may also be several summer program screening events.