



**Prevent
Blindness**
Our Vision Is Vision.

Ohio Affiliate

1500 West Third Avenue, Suite 200
Columbus, Ohio 43212

Phone (614) 464-2020 Fax (614) 481-9670
Toll Free (800) 301-2020

Regional Locations

Miami Valley Ohio Chapter - Dayton
Northeast Ohio Chapter - Cleveland
Northwest Ohio Chapter - Toledo
Southwest Ohio Chapter - Cincinnati

VISION CARE OUTREACH COORDINATOR (PART-TIME)

Applications Accepted: Immediately

Location: Prevent Blindness, 1500 West Third Avenue, Suite 200; Columbus, OH 43212

Reports To: Community Services Coordinator

Qualifications: Education and work experience deemed successful for this position include successful completion of high school education. Experience with Microsoft Office Word and Excel and database management skills are essential. Candidate must be highly organized with the ability to maintain excellent customer service with partner organizations. Excellent communication, organizational, time-management and telephone skills are required. Must have a valid Ohio driver's license.

Description and Responsibilities: The Vision Care Outreach Coordinator is responsible for helping save sight in Ohio by facilitating vision care referrals and educational services for underserved populations. The primary responsibility of this position is to assure that all appropriate services are delivered to identified and eligible individuals. This includes, but is not limited to, navigating all referrals through the vision care outreach program of donated eye care that includes scheduling eye exams, providing vouchers for eyeglasses and follow up to assure that care has been received. Daily contact with partner organizations, clients and eye care providers throughout the state of Ohio to connect those in need with donated vision care including eye exams and eyeglasses. Heavy usage of client database to track all referrals and processes. This position also assists with vision screening training programs as needed. This is a part-time position that will require approximately 15 to 20 hours per week. The number of hours could vary and are linked directly to the vision care outreach program volume.

Compensation and Benefits:

- \$10.00/hour.
- Incentive/Cash Bonus Program.

Submit Resume and Cover Letter to:
David Monder, Director of Community Services

Email: davidm@pbohio.org

Mail: 1500 W. Third Avenue, Suite 200, Columbus, Ohio 43212

About Prevent Blindness, Ohio Affiliate

Founded in 1908, Prevent Blindness is the nation's leading volunteer eye health and safety organization dedicated to fighting blindness and saving sight. The Ohio Affiliate of Prevent Blindness serves all 88 Ohio counties, providing direct services to more than 1,000,000 Ohioans annually and educating millions of consumers about what they can do to protect and preserve their precious gift of sight. For more information or to contribute, call 800-301-2020. Visit us on the web at pbohio.org, Facebook at facebook.com/pbohio/, or Twitter at twitter.com/PB_Ohio.

EOE

Mission: To Prevent Blindness and Preserve Sight

www.pbohio.org | info@pbohio.org

Please remember Prevent Blindness, Ohio Affiliate in your will.