Vision To Learn
Focus on the Future

Job Description – Field Support Specialist – Los Angeles

About Vision To Learn:

Join Vision To Learn and make a direct impact in your community by helping provide vision services to school-aged children in underserved communities who would otherwise go without access to care.

Vision To Learn is the largest school-based vision care nonprofit in the country. VTL exists to address one basic premise – if you can't see, you can't learn. Vision To Learn provides free eye exams and free glasses to students in underserved communities to help them succeed in school and in life. Founded in Los Angeles in 2012, Vision To Learn has since expanded to schools across the country. Vision care is critical as 80% of all learning during a child's first 12 years is visual, we work to solve the problem of lack of access by partnering with school districts to provide eye exams and glasses at no charge to families. We have provided over 2 million vision screenings, 476,000 eye exams and 388,000 new, prescription glasses in the last decade.

Who We Are:

 We are a group of friendly, high energy, knowledgeable, and quality-oriented professionals committed to Vision To Learn's mission. We approach our work with a value system of service excellence, empathy, integrity, open communication, empowerment, and an eagerness to help the communities we serve.

We are looking for a Field Support Specialist like you to join our team with a positive, proactive attitude, and commitment to our mission.

Position Summary:

The Field Support Specialist will work with a small team that is responsible for all operations, logistics, and support the field staff located on the mobile clinic. The Field Support Specialist will ensure that all schools in the region meets their consent deadlines and that accurate student and clinical data is maintained.

Specific Responsibilities:

• Support on-site including being a runner and screener (will need multiple times per week)

• Handles routine phone call inquiries and clerical functions as needed

- Inputs, maintains, and processes all screening and consent data

- Provides support to field staff the day of visits with EMR support

- Verifies and enters patient data by reviewing, correcting, deleting, or reentering data

- Supports scheduling coordinators: periodically report problematic sites, low consent form numbers and sites that are not responsive to outreach

- Manages and updates SPARTA system: build exam rosters for sites, request needed corrections and communicate conflicting data

- Works on special projects for management as requested

- Coordinate supplies ordering for office and clinic

Who You Are:

- Accurate, organized, and detail oriented

- A self-motivated individual that can work independently and effectively with team members

- A problem solver

- Able to learn quickly

- Willing to commute / travel within county region

Qualifications:

- Excel expertise and computer literacy is required

- Filing skills (physical and digital)

- Excellent communication skills

- Experience with collecting and analyzing data and providing recommendations

Our normal work week is Monday through Friday; however, there are times that employees may need to work OT. Flexibility is a must!

Successful candidates will have a proven track record for attention to detail, with positive, proactive attitudes who are dedicated to our mission. Vision To Learn is a rapidly growing organization and team players are critical to our collective success.

News To Share

In 2022, Vision To Learn was selected by two-time Pulitzer Prize winning New York Times columnist Nicholas Kristof as a recipient of the well-known [Holiday Impact Prize](). This Prize recognizes non-profits helping children in need through outstanding, heroic work that changes communities for the better. https://kristofimpact.org/ http://tiny.cc/VTLKristof

The work done by VTL has also been featured in *The Washington Post*, ESPN, PBS News Hour, countless local television pieces and newspaper articles. VTL was commended by the US Senate in a bi-partisan resolution signed by 43 Senators. In terms of evidence-based service, glasses provided by VTL have been found to have a high impact on the academic success of students by researchers at both UCLA Mattel Children's Hospital and Johns Hopkins University.

Vision To Learn is committed to a diverse staff and to a culture that holds equity as a value and a priority. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

As a direct healthcare provider and to protect the health and well-being of our employees, VTL has implemented best practices for ensuring a clean and safe work environment. Employees will be asked to provide proof of COVID-19 vaccination + Boosted and pass a Department of Justice background check/fingerprinting (LiveScan), child abuse history clearance, TB, and drug test.

For more information about Vision To Learn please visit our website at www.visiontolearn.org. Qualified applicants please forward your resume and cover letter to William.hsu@visiontolearn.org and careers@visiontolearn.org.

Job Type: Full-time
Pay Scale: $20-$22/hr

Benefits:
Health Insurance
Vision Insurance
Paid Time Off
401(k)
Employee Assistance Program
Flexible Spending Account
Dental Insurance