



Job Title:	Patient Services Coordinator	Position Type:	Full Time
Location:	Nome Based	Travel Required:	Yes
Level/Salary Range:	\$25-\$30/hour	Position Type:	Full Time
Date Posted:	05/04/2026	Posting Expires:	Once filled
Will Train Applicant(s):	Yes	Education Required:	High school diploma; GED

Applications Accepted By:

Email:

admin@lastfrontiereyecare.com
Subject Line: Job Application

In Person

Last Frontier Eye Care
310 Bering Street Nome, AK

Job Description

Role and Responsibilities

Primary duties include:

- Interacting with patients and doctors
- Answering phone calls
- Scheduling appointments
- Checking in patients and verifying insurances
- Assisting patients with frame selection
- Obtaining and placing orders for glasses and contact lenses
- Adjusting and repairing glasses
- Processing patient payments

Other duties may include:

- Pretesting patients
- Maintaining supplies of frames and contact lenses
- Teaching contact lens care and use
- Light cleaning duties
- Other duties as assigned

Village travel

Employees will be required to travel with a doctor to local villages once or twice a month for three to five days at a time to provide care to patients in their home villages.

Preferred Skills

Must have outstanding customer service skills, computer and phone skills, be detailed oriented, be able to multitask, work as a member of a team, and exhibit professionalism for patient interaction.

(Employee Signature)

(Employee Name)

(Date)