



Bilingual Front Desk Medical Clerk

Hours: 30 per week

Location: Light of the World Clinic, Broward County, FL

Position Summary:

Light of the World Clinic is seeking a **Bilingual (English/Spanish or English/Creole) Front Desk Medical Clerk** to serve as the first point of contact for patients. This role is essential for ensuring smooth clinic operations and welcoming patients into a compassionate, patient-centered environment.

Responsibilities:

- Greet and check in patients for appointments.
- Answer phones, schedule appointments, and manage patient flow.
- Verify eligibility, update demographic information, and collect necessary documentation.
- Provide translation support when needed.
- Support clinic staff with administrative tasks and patient communication.

Qualifications:

- High school diploma or equivalent required; some college preferred.
- Previous experience in a medical office or nonprofit healthcare setting preferred.
- Bilingual (English/Spanish or English/Creole) required.
- Strong communication, multitasking, and customer service skills.

How to Apply:

Interested candidates should send their **resume and cover letter** to:

HR Manager

Light of the World Clinic
5333 N. Dixie Highway, Suite 201
Oakland Park, FL 33334
info@lightoftheworldclinic.org