



## **Bilingual Part-Time Medical Assistant**

**Hours:** 20–30 per week

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

### **Position Summary:**

We are looking for a **Bilingual (English/Spanish) Medical Assistant** to support our clinical team. The ideal candidate is caring, detail-oriented, and able to thrive in a fast-paced nonprofit healthcare setting.

### **Responsibilities:**

- Room patients, take vitals, and prepare them for provider exams.
- Assist with procedures and perform duties: phlebotomy, EKG, vaccine preparation/administration, PFT, vision and hearing screenings, and other CLIA waived diagnostic testing.
- Maintain accurate patient records in AthenaNet EMR.
- Support clinicians with translation and/or medical scribing as needed.
- Ensure exam rooms and equipment are clean, stocked and maintained daily.

### **Qualifications:**

- Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) preferred.
- Bilingual (English/Spanish) required.
- Prior clinical or community health experience is a plus.
- Excellent interpersonal and organizational skills.

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### **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](mailto:info@lightoftheworldclinic.org)