

WE'RE HIRING!

Bilingual Medical Clerk

Light of the World Clinic | Oakland Park, Florida

Join our compassionate team and help connect uninsured, low-income Broward County residents with quality healthcare. We are seeking a dependable, organized, and welcoming Bilingual Medical Clerk who is fluent in English and Spanish.

Key Responsibilities

- Welcome patients and visitors, determine the purpose of their visit, and direct them appropriately.
- Answer, screen, and route telephone calls; take messages and schedule or confirm appointments.
- Complete patient check-in and assist with accurate eligibility and medical-record documentation.
- Respond to patient questions in English and Spanish and explain clinic services and eligibility requirements.
- Support correspondence, data entry, filing, faxing, scanning, and other front-office administrative tasks.
- Help maintain an organized, professional reception area and well-stocked patient spaces.

Qualifications

- High school diploma or equivalent required; additional education is welcome.
- Fluency in English and Spanish required; Portuguese or Haitian Creole is a plus.
- Comfort using computers and Microsoft Office; experience with electronic health records is preferred.
- Strong communication, customer-service, organization, and attention-to-detail skills.
- Professional, dependable, ethical, and able to work effectively in a fast-paced, team-oriented setting.

Position Details

Schedule: 25-40 hours per week, Tuesday-Saturday. Position may be part-time or full-time depending on grant funding.

TO APPLY: Email your resume to slozano@lightoftheworldclinic.org

5333 N. Dixie Highway, Suite 201, Oakland Park, FL 33334

Please share this opportunity with a qualified bilingual candidate!