



Job Description

POSITION TITLE: Bilingual Medical Assistant

REPORTS TO: Nurse Manager

Exempt

Non-exempt

Job Summary: Sarasota Medical Pregnancy Center is seeking a dedicated **Bilingual Medical Assistant** who is passionate about making a difference in women's healthcare. As a **Bilingual Medical Assistant**, you will support our medical team by assisting with patient care, administering pregnancy and STI/STD tests (upon training), educating clients, and maintaining medical records. You will play a vital role in advocating for clients, ensuring confidentiality, and upholding our mission.

Key Responsibilities:

- Perform on-site CLIA-waived tests and provide pregnancy verifications
- Conduct client intakes, follow-ups, and offer STI-STD education (once trained)
- Assist with medical chart data entry and chart management
- Refer clients to educational programs, behavioral health services, and other resources
- Maintain confidentiality and professional while interacting with clients, staff, and volunteers
- Support medical staff with administrative tasks and ensure a welcoming, supportive environment

Qualifications:

- **Certification:** CNA, Med Tech, or Medical Assistant (or comparable certification)
- **Experience:** At least one year in a related medical field (two years preferred)
- **Skills:** Strong communication, organization, and collaboration skills
- **Technology:** Proficiency with Microsoft Office and electronic medical records (eClinicalWorks experience is a plus)
- **Personal Qualities:** Compassionate, self-motivated, and committed to serving with excellence
- **Bilingual:** Must be fluent in English and Spanish
- **Faith and Values:** A committed Christian with a strong pro-life stance, willing to uphold the Center's Statement of Faith

Position Details:

- **Location:** Sarasota, FL
- **Schedule:** Full-Time (40 hours per week)
- **Work Environment:** Professional office setting
- **Travel:** Minimal travel required for local meetings and events

Benefits:

1. **Comprehensive Insurance Coverage**
 - **Medical:** Blue Cross Blue Shield
 - **Telemedicine Access:** Teledoc
 - **Life Insurance/AD&D**
 - **Dental & Vision:** United Healthcare

2. **Financial and Retirement Support**
 - **Everence Simple IRA with employer match**

3. **Work-Life Balance**
 - **Paid Time Off (PTO) upon hire**
 - **Paid Holidays upon hire**

Why Join Us:

At Sarasota Medical Pregnancy Center, you will be part of a mission-driven organization that values life, compassion, and women's healthcare.

Apply Today:

If you are looking to use your **medical skills** to impact lives at a Center that values integrity, compassion, and excellence in everything they do, then we would love to hear from you. **Apply today and be part of our life-changing work!** (contact@sarasotapregnancy.com)

Sarasota Medical Pregnancy Center is an Equal Opportunity Employer.