

# Bilingual Medical Assistant (Front & Back Office) – Direct Primary Care & Immigration Exams

**Location:** Florence, KY

**Schedule:** Full-Time — alternating weeks:

- **Week A:** Monday–Friday
- **Week B:** Tuesday–Friday + ½-day Saturday  
**Reports To:** Cynthia Villacis, MD

---

## About the Clinic

We are a growing **Direct Primary Care (DPC)** practice providing relationship-based, preventive, and wellness-focused medical care for individuals and families — along with USCIS immigration medical exams.

Our patients value time, attention, and continuity. We're seeking a **bilingual (English/Spanish) Medical Assistant** who is compassionate, detail-oriented, and thrives in a small, mission-driven environment where accuracy and genuine care matter.

---

## Position Summary

This full **front- and back-office** position blends clinical care, documentation accuracy, and community engagement.

Roughly half the role supports **DPC member care and outreach**, and half supports **immigration medical exams**.

The ideal candidate is careful and thorough with documentation (especially USCIS Form I-693), comfortable drawing blood and administering adult vaccines, and enjoys forming long-term patient relationships.

The schedule alternates weekly with another full-time assistant to ensure consistent coverage — including a rotating **half-day Saturdays**.

---

## Key Responsibilities

### Direct Primary Care (DPC)

- Partner with Dr. Villacis to deliver personalized, preventive care for DPC members.
- Room patients, obtain vitals, reconcile medications, and document accurately in the EHR.
- Perform venipuncture and administer adult immunizations safely and efficiently.
- Support wellness, mental-health, and weight-management visits.
- Coordinate DPC renewals, referrals, and patient education.
- Participate in community outreach and health-education activities promoting DPC.

### Immigration Medical Exams

- Prepare and complete **USCIS Form I-693 packets with exceptional care and attention to detail.**
- Draw and process lab specimens; ensure vaccine documentation is complete.
- Support the physician during exams and manage follow-up communications.
- Maintain precise records and compliance with all federal and clinic requirements.

### Administrative & Office Flow

- Answer phones, schedule visits, manage messages, and maintain records.
  - Alternate Monday and half-day Saturday coverage per rotation schedule.
  - Maintain supplies, equipment, and exam-room readiness.
  - Follow HIPAA, OSHA, and CLIA standards.
  - Contribute to weekly team huddles and process improvements.
-

## Required Skills & Attributes

- **Fluent in English and Spanish (spoken and written)** — confident, professional communication.
  - **Strong attention to detail**, particularly with Form I-693 and EHR documentation.
  - Skilled in phlebotomy and adult vaccine administration.
  - Professional, empathetic, and dependable.
  - Organized multitasker who thrives in a collaborative, small-practice setting.
  - Computer-literate and eager to learn new software.
- 

## Qualifications

- Graduate of an accredited Medical Assistant program preferred.
  - Current CPR/BLS certification (or ability to obtain within 60 days).
  - Legally authorized to work in the U.S. **without sponsorship**.
  - Must pass background check, drug screen, and pre-employment physical.
- 

## Success in This Role Looks Like

- **Consistently thorough and accurate documentation** for Form I-693 and all clinical records.
- Smooth clinic flow, warm patient interactions, and excellent satisfaction scores.
- Consistent contribution to DPC membership growth through service and outreach.
- Dependable teamwork and reliable alternating-week coverage that keeps the clinic running seamlessly.

## PHYSICAL REQUIREMENTS

· Need to be able to assist patients on/off the exam table, stoop, squat, reach, hear, speak clearly, kneel, have good manual dexterity, pull, push, sit and walk and stand without limitations.

REQUIREMENT	DESCRIPTION	FREQUENCY*
<b>Work More Than 8 Hours a Day or 40 Hours a Week</b>	In case of emergency, you may need to stay longer than 8 hours.	minimal
<b>Driving</b>		
<b>Walking</b>	Walks with the patient to weigh them, take them to room, steadies patient if needed when walking	frequent
<b>Standing</b>	Stands when taking patient vitals or assisting physician	frequent
<b>Sitting</b>	Sits when working at desk	frequent
<b>Lifting floor to waist</b>	Help patient get off the floor, pick up items on the floor - paper, shoes etc.	occasional
<b>Lifting waist to shoulder</b>	Stock shelves, get materials out	occasional
<b>Lifting shoulder to overhead</b>	Stock shelves, get materials out of cabinets.	occasional
<b>Stair climbing</b>	Step on a stool if needed	minimal
<b>Ladder climbing</b>	Step on a ladder to clean windows	minimal
<b>Ability to use hands</b>	Uses hands to write, type, open and close bottles, administer medications	constant
<b>Bending</b>	Bends over to pick things up, assist the patient as needed, cleaning office	occasional
<b>Twisting</b>	Twist as needed with office work and helping patient, cleaning office	occasional
<b>Pushing</b>	May need to push a wheelchair with a patient in it or move equipment/furniture	minimal
<b>Pulling</b>	Pull the patient to help adjust them, move office equipment	minimal
<b>Reaching</b>	Stocking shelves, getting medicines out of cabinets	occasional
<b>Kneeling/Stooping</b>	Help patients get socks/shoes on, pick things up off the floor	occasional
<b>Speaking</b>	Communicates with patients clearly in person and on phone	constant
<b>Hearing</b>	Understands what patients are saying. Able to take blood pressure accurately	constant

<b>Seeing</b>	Read written material, Assess patient status, administer and document medication, uses EHR	constant
<b>Depth perception</b>	Able to push patient in wheelchair, perform lab tests	occasional
<b>Color vision</b>	Able to assess vision in patients, identify colors on	minimal
<b>Exposure to extreme temperatures</b>	Avoids exposure by safely using Autoclave	minimal
<b>Exposure to chemicals</b>	Uses chemicals to clean equipment and office and uses proper safety procedures	occasional

\*minimal (m) occasional (o)  
 frequent (f) constant (c)

*To perform this job successfully, you must be able to perform each essential duty and responsibility satisfactorily.* The requirements are representative of the knowledge, skill, and/or ability required. If you suffer from a disability and require modification in how the above essential operational and leadership duties and responsibilities are carried out you should request a reasonable accommodation from your manager and Human Resources.