



Clinical Receptionist Assistant, Colposcopy Clinic - 1 position	Posting #: 52120
Colposcopy Clinic	Posting Date: January 03, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: January 09, 2024
Part Time	Stacy Kearns, Human Resources
Non-Union	

REPOSTED

The Clinical Receptionist Assistant in the Ambulatory Surgery clinics will work closely with the Urology, Colposcopy and Otolaryngology Head and Neck Surgery teams to support the everyday operations of each unit. The Clinical Receptionist Assistant enables improved patient flow and ensures continued quality for the unit.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ontario Secondary School Diploma or recognized equivalent by the Province of Ontario
- Graduate of a recognized Medical Office Assistant certificate program
- Previous experience with computerized patient care registration/scheduling systems, computer order entry and data entry
- Demonstrated basic level knowledge of Microsoft Word and Excel
- Excellent knowledge of medical terminology
- Excellent interpersonal and communication skills
- Ability to work quickly and accurately in a busy environment
- Good judgment and decision-making skills.
- Ability to problem solve and make decisions in a fast-paced setting.
- Proven ability to work both independently and as a part of the team.
- Strong customer service focus and the ability to work in team setting as well as independently

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience with Cerner Systems Registration and Scheduling package.
- Previous experience in an Ambulatory clinic setting
- Experience in working in a Urology Unit, Colposcopy unit or Otolaryngology unit

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.
Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.