



Registration Clerk, Medical, Medical Imaging Imaging - 2 positions

Posting #: 52608

Medical Imaging

Posting Date: April 22, 2024

St. Joseph's Hospital - London, ON

Submission Deadline: April 28, 2024

Part Time

Michelle Robertson, Human Resources

Non-Union

****REPOSTED****

Essential Qualifications

- Ontario Secondary School Diploma or recognized equivalent in the Province of Ontario
- Graduate of a recognized Medical Office Assistant certificate program
- Demonstrated computer experience with an intermediate level of knowledge in Microsoft Word & Excel, along with experience with Outlook
- Accurate keyboarding and spelling skills of a minimum of 30 wpm
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Strong interpersonal skills with a proven track record in dealing with patients in a clinic setting as well as professional attitude towards assisting internal and/or external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Demonstrated ability to multi task
- Demonstrated ability to be self-directed
- Ability to communicate effectively
- Excellent organizational and problem solving skills with the ability to establish and balance competing priorities in a challenging and changing work environment

Preferred Qualifications

- Proficiency in French would be an asset
- Experience with Cerner patient care systems, specifically scheduling and registration components
- Minimum 2 years clerical experience in a medical office or clinic setting

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. Only those under consideration will be contacted.