



Clinical Receptionist Assistant, Endoscopy Program - 1 position

Posting #: 53171

Endoscopy Program

Posting Date: May 13, 2024

St. Joseph's Hospital - London, ON

Submission Deadline: May 19, 2024

Full Time

Michelle Robertson, Human Resources

Non-Union

The Clinical Receptionist Assistant in the Endoscopy Program will work closely with the healthcare team to support the everyday operations of the unit. The Clinical Receptionist Assistant focuses on patient care while maintaining unit flow by registering patients, completing clerical responsibilities and assisting with indirect patient care tasks.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized Medical Office Administrative certificate program
- 2 years clerical experience in medical office or clinic setting
- Strong customer service focus and ability to work in a team setting as well as independently
- Excellent organizational, interpersonal, and communication skills
- Ability to work quickly and accurately in a busy clinic environment
- Good judgment and decision-making skills required to ensure all necessary information is collected as per individual circumstances
- Knowledge of Microsoft Office productivity suite with demonstrated basic computer skills with Outlook and Microsoft Word and Excel, enterprise and subject matter software, and technology devices
- Knowledge of customer/client services and office administration policies and procedures
- Knowledge of Cerner patient care systems with Power Chart preferred
- Experience using email system is required
- Knowledge of a Safety Culture in a Health Care Setting in compliance with OHSA
- Excellent knowledge of medical terminology
- Demonstrates a professional and positive and professional attitude toward supporting internal and external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions

Preferred Qualifications

- Proficiency in French would be an asset
- Graduate of a recognized Medical Office Administration diploma program
- Previous experience in an Ambulatory clinic setting
- Experience working in an Endoscopy Unit, Operating Room, Urgent Care or Emergency Care 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.

*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.*