



Clinical Support Clerk, Specialized Geriatric Services - 1 position	Posting #: 53503
Specialized Geriatric Services	Posting Date: July 13, 2024
Parkwood Institute Main - London, ON	Submission Deadline: July 19, 2024
Temporary Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

This temporary position is expected to extend until March 29, 2025

An exciting opportunity exists for a Clinical Support Clerk position with the Specialized Geriatric Services (SGS) Program. We have a large variety of teams across our SGS program including the Parkwood Access & Geriatric Ambulatory Access Team Office, Inpatient Rehab Units, Geriatric Day Hospital, Regional Geriatrics Program, and Third Age Outreach. Currently this position is scheduled to work week days. It is understood that the hours of work reflect the current scheduling arrangements and are subject to change as determined by the Employer.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- 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 (chickenpox)
- Provide documentation of the Tuberculosis skin testing
- Graduate of a recognized office administration/secretarial certificate or diploma program
- Secondary (High) School Diploma
- Previous experience in a healthcare environment
- Demonstrated computer skills, an intermediate level of knowledge in Microsoft Word and Excel
- 50 wpm typing speed
- Experience taking minutes, creating agendas, posters, flyers, formatting reports, developing spreadsheets
- Excellent communication skills, both verbal and written as well as excellent grammar, spelling, proofreading and composition skills
- Excellent organization and time management skills to effectively provide support to customers
- Strong interpersonal skills with a demonstrated customer focus as well as a positive and professional attitude toward assisting internal or external stakeholders
- Understanding of the technology required to organize hospital/regional/provincial meetings and educational events: webcasts, OTN, skype
- Ability to work independently as well as on a team
- Experience with Cerner Registration and Scheduling
- Your interest in this opportunity is appreciated. Human Resources and Leaders use your profile information to evaluate your application for the vacancies that you apply to. Only those under consideration will be contacted

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