



Clinical Support Clerk, Outpatient Rehabilitation - 1 position	Posting #: 53540
Rehabilitation	Posting Date: July 24, 2024
Parkwood Institute Main - London, ON	Submission Deadline: July 30, 2024
Temporary Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

This is temporary full-time employment, expected to extend until September 12, 2025, subject to the availability of work.

A challenging and exciting opportunity exists to work in a collaborative interprofessional environment in a specialized rehabilitation setting. This opportunity is ideal for an individual who wants to work in a fast-paced environment and be on a team that continually aims to improve the patient experience.

This position supports ambulatory programs within Rehabilitation Department.

The secretary is accountable for efficiently fulfilling both routine and special secretarial/reception requirements. This will include, but not limited to: booking patient appointments, Cerner scheduling and registration, phone and reception duties, referral intake, chart creation and maintenance, discharge summary formatting and mailing/faxing, ordering supplies, documenting meeting minutes, and supporting staff timekeeping. Compilation of program statistics and wait list management are other key duties for this role. This position serves as a first contact for patients, families and staff and as such generates customer satisfaction with the services provided by the team. This position lends support to team organization and efficiency as well as program evaluation and resource allocation purposes.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized medical secretarial or medical office assistant certificate program
- Minimum of 2 years of work experience in a hospital/medical setting
- Intermediate skill level in Microsoft Word and basic skill level in Microsoft Excel
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Ability to maintain composure during stressful situations
- Able to initiate projects, respect and meet deadlines and organize work environment
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset
- Knowledge of Cerner patient care systems with Power Chart
- Experience using a staffing/scheduling system (i.e. Workbrain)

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.*