



Clinic Clerk, Diabetes and Endocrine Clinic - 2 positions	Posting #: 53870
Diabetes and Endocrine Clinic	Posting Date: September 19, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: September 25, 2024
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$25.90 - \$30.46 /hour

The St. Joseph's Health Care London Centre for Diabetes, Endocrinology and Metabolism brings together comprehensive diabetes education and leading-edge care and research in specially designed space at St. Joseph's Hospital. While our researchers focus on innovation and discovery, our interdisciplinary team of care providers and educators work to support our patients' goals and health care needs, providing a continuum of services to ensure optimal health and quality of life. Serving Southwestern Ontario, the Centre for Diabetes, Endocrinology and Metabolism is a teaching program affiliated with Western University, the Lawson Health Research Institute and the Robarts Research Institute.

The Diabetes Education Centre Clinic Clerk works collaboratively with our inter-professional team to provide client centred and coordinated diabetes care while demonstrating a strong customer service focus.

Essential Qualifications

- Secondary (High) School Diploma
- 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 Microsoft Word and Excel, enterprise and subject matter software, and technology devices
- Knowledge of customer/client services and office administration policies and procedures
- Experience using email system (Outlook) 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
- Experience taking accurate measurements i.e. height, weight, blood pressure

Preferred Qualifications

- Proficiency in French would be an asset
- Experience with Cerner patient care systems and with Power Chart
- Medical Office Administration Diploma

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.*