



Clinical Support Clerk, Rehabilitation - 1 position	Posting #: 53933
Rehabilitation	Posting Date: November 04, 2024
Parkwood Institute Main - London, ON	Submission Deadline: November 10, 2024
Regular Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

**\*\*REPOSTED\*\***

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. The Rehabilitation Program is seeking a motivated, self-directed and innovative individual to provide support to all components of the program through the administrative and clinical staff.

The successful candidate is accountable for efficiently fulfilling a wide variety of tasks: phone and reception duties, chart creation and maintenance, mailing/faxing, ordering supplies, staff payroll, etc. This position lends support to team organization and efficiency as well as program evaluation.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized medical secretarial or office assistant certificate program
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- 2 years related experience
- Demonstrated computer skills with Outlook and MS Office suite, including an intermediate level of knowledge of Word and basic Excel
- Minimum typing speed of 40 words per minute
- Demonstrated ability to maintain a high level of confidentiality
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills, both written and verbal, with a demonstrated customer service focus
- Demonstrates a positive and professional attitude toward supporting patients and families, internal and external customers
- Knowledge of medical terminology
- Demonstrated skills with timekeeping and scheduling

Preferred Qualifications

- Proficiency in French would be an asset
- Strong knowledge of Workbrain timekeeping/scheduling
- Strong knowledge of Cerner system with lab access

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.*