



Medical Secretary, ACT Float - 1 position	Posting #: 53968
ACT Float	Posting Date: October 17, 2024
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: October 23, 2024
Regular Part Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

Opportunity to work temporary full-time hours until approximately March 31, 2025 and is subject to the availability of work

Required to provide support on any of the ACT teams in London, Middlesex, Oxford and Elgin. Assignment of work will be determined based on where the staffing need is.

To act as secretarial support, by: providing a range of clerical, administrative, secretarial, clinical record maintenance and word processing services to staff of the program in the clinical setting.

Essential Qualifications

- Medical Office Administration Diploma
- 2-3 years administrative experience, preferably in a Hospital or University environment
- Demonstrated experience with methods and procedures relating to specialized areas such as clinical reports and presentations
- Demonstrated intermediate computer skills for software applications in Microsoft Office, Word, Excel, PowerPoint, Adobe
- Minimum 35 wpm typing speed and transcribing experience
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Experience managing Physician schedules
- Knowledge of Mental Health Act and various legal forms for access and disclosure of clinical information
- Good working knowledge of Cerner and Outlook
- Good working knowledge of Google products (Gmail, calendar) and scheduling software (e.g., doodle.com)
- High level of initiative and self-direction required with proven problem-solving abilities
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Attention to detail and high level of accuracy in work
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus, including conflict management
- Demonstrated willingness and ability to acquire new knowledge and skills in a changing clinical and educational environment
- 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
- Experience with Acuity STAR database

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.*