



Clinic Clerk, Endoscopy Program - 1 position	Posting #: 54041
Endoscopy Program	Posting Date: November 01, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: November 07, 2024
Regular Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$25.90 - \$30.46 /hour

The Clinic Clerk in the Endoscopy Program will work closely with the healthcare team to support the everyday operations of the unit. The Clinic Clerk focuses on patient care while maintaining unit flow by registering patients, completing clerical responsibilities and assisting with indirect patient care tasks.

#### Essential Qualifications

- Secondary (High) School Diploma
- Medical Office Administrative certificate program
- 2 years clerical experience in medical office/clinic setting and using email system
- Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)
- MS Office - Intermediate skill level required in Word and Basic skill level required in Excel
- Accurate keyboarding and spelling skills
- 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
- 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
- Knowledge of Cerner patient care systems with Power Chart
- Knowledge of patient confidentiality/ privacy

#### Preferred Qualifications

- Proficiency in French would be an asset
- Graduate of a recognized Medical Office Administration diploma program
- Previous experience in an Ambulatory clinic setting
- Experience working in an Endoscopy Unit, Operating Room, Urgent Care or Emergency Care setting

#### 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, XBB or KP.2) OR one dose of KP.2 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.*