



Clinical Support Clerk, Specialized Geriatric Services/ Regional Geriatric Program Southwestern Ontario - 1 position	Posting #: 54105
Specialized Geriatric Services/ Regional Geriatric Program Southwestern Ontario	Posting Date: November 21, 2024
Parkwood Institute Main - London, ON	Submission Deadline: November 27, 2024
Temporary Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

This is temporary full-time that is expected to extend until March 31, 2025, subject to the availability of work

An exciting opportunity exists for a Secretary position with Specialized Geriatric Services (SGS). This position will support inpatient unit coverage on the Geriatric Rehabilitation Unit, Musculoskeletal Rehabilitation Unit, and the Amputee Rehabilitation Unit, and occasionally SGS ambulatory programs including the Geriatric Ambulatory Access Team and the Parkwood Access Office, ambulatory and inpatient staff scheduling.

Responsibilities will include general administrative support of clinical teams, OneChart registration and scheduling, staff scheduling and time-keeping, organization of various meetings, preparation of various reports. Currently this position is scheduled to work week days. It is understood that the hours of work reflect the current scheduling arrangements and are subject to change as determined by the Employer.

#### Essential Qualifications

- Graduate of a recognized office administration/secretarial certificate or diploma program
- Secondary (High) School Diploma
- Previous experience in a healthcare environment
- Demonstrated beginner computer skills, including Microsoft Word and Excel, and a typing speed of 30 words per minute
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Experience in scheduling of clinical appointments/clinics
- Experience taking minutes, creating agendas, formatting reports and developing spreadsheets
- Excellent communication skills both verbal and written as well as excellent grammar, spelling, proofreading and composition skills
- Excellent organizational and time management skills to effectively provide support to clinical teams
- Strong interpersonal skills with a demonstrated customer focus as well as a positive and professional attitude towards assisting internal and external stakeholders
- Ability to work independently as well as part of a team

#### Preferred Qualifications

- Proficiency in French would be an asset

#### 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.*