



Medical Secretary, London ACT 3 - 1 position	Posting #: 54164
London ACT 3	Posting Date: November 29, 2024
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: December 05, 2024
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

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 Josephs Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Josephs 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.*