



Clerk, Staffing/Scheduling, Medicine Services - 1 position	Posting #: 54221
Medicine Services	Posting Date: December 13, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: December 19, 2024
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

St. Joseph's Hospital continues to expand its role in the treatment of complex medical and chronic disease, illness prevention, research and education. Our ambulatory medicine teams specialize in the treatment of complex medical and chronic disease conditions with the goal of assisting individuals to reach optimal health and well-being. Our different teams work together to provide patients with comprehensive assessment, diagnosis, disease prevention and management strategies and follow-up care.

The Clerk, Staffing/Scheduling ensures adequate staffing is available for the program/units to support patient care 24/7. This position supports the preparation of staff schedules including coordination of coverage for illness vacancies, organization of vacation requests and vacation planners as per the respective Collective Agreements and supporting staffing acuity needs for the program as they arise. Staffing clerks are required to support staff shift time entries using the hospital time and attendance system for all approved schedules and last-minute changes as they arise. Staffing clerks also provide reports to clinical leadership related to staffing such as sick time and vacation balances to ensure Managers have sufficient information to manage overall staffing and hiring levels.

The Medicine Services Centralized Staffing Team supports the staffing/scheduling needs of the following clinics:

- Chronic Pain Management
- Allergy/Immunology
- General Respiriology
- Asthma
- COPD (Chronic Obstructive Pulmonary Disease)
- Cardiac Rehabilitation and Secondary Prevention
- Heart Failure
- Infectious Diseases Care Program
- Pulmonary Function Lab
- Cardiovascular Investigation Unit
- Rheumatology
- Regional Sexual Assault and Domestic Violence Treatment Program
- General Internal Medicine
- Urgent Care Centre
- Endoscopy Clinic
- Anesthesia Assistants
- Respiratory Therapists
- General Outpatients

Essential Qualifications

- Secondary (High) School Diploma
- Certificate in Medical Office Administration
- Minimum 1 year experience in a healthcare setting
- General knowledge of payroll processes and collective agreements

- Demonstrated computer expertise in Microsoft Office with intermediate level of skill in Word, Excel and Powerpoint
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills both verbal and written
- Demonstrates a professional and positive attitude toward supporting staffing
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Ability to analyze staffing patterns and anticipate needs, and/or suggest changes to the scheduling processes to the Manager when needed.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset
- Previous staffing/scheduling experience in a unionized environment

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.