



| | |
|--|---------------------------------------|
| Clinic Clerk, Medical Imaging - 1 position | Posting #: 54271 |
| Medical Imaging | Posting Date: January 06, 2025 |
| St. Joseph's Hospital - London, ON | Submission Deadline: January 12, 2025 |
| Regular Part Time | Bradley Dudley, Human Resources |
| Non-Union | Salary Range: \$25.90 - \$30.46 /hour |

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized Medical Office Administration certificate program
- 2 years clerical experience in medical office/clinic setting and using email system
- Demonstrated computer experience with an intermediate level of knowledge in Microsoft Word & Excel, along with experience with Outlook
- Accurate keyboarding and spelling skills of a minimum of 30 wpm
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Strong interpersonal skills with a proven track record in dealing with patients in a clinic setting as well as professional attitude towards assisting internal and/or external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Demonstrated ability to multi task
- Demonstrated ability to be self-directed
- Ability to communicate effectively
- Excellent organizational and problem solving skills with the ability to establish and balance competing priorities in a challenging and changing work environment

Preferred Qualifications

- Proficiency in French would be an asset
- Experience with Cerner patient care systems, specifically scheduling and registration components

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.