



Clinical Support Clerk, Rehabilitation - 1 position	Posting #: 54327
Rehabilitation	Posting Date: January 17, 2025
Parkwood Institute Main - London, ON	Submission Deadline: January 23, 2025
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

A challenging and exciting opportunity exists to work in a collaborative interprofessional environment in a specialized rehabilitation setting. This opportunity is ideal for an individual who wants to work in a fast-paced environment. The Rehabilitation Program is seeking a motivated, self-directed and innovative individual to provide support to all components of the program through the administrative and clinical staff. Flexibility is required to cover all shifts including weekends in order to meet the needs of the program.

The successful candidate is accountable for efficiently fulfilling a wide variety of tasks: staff scheduling, staff payroll, phone and reception duties, chart creation and maintenance, mailing/faxing, ordering supplies, etc. This position lends support to team organization and efficiency as well as program evaluation.

#### Essential Qualifications

- Secondary (High) School Diploma
- Medical secretarial or medical office assistant certificate
- 2 years related experience
- Demonstrated intermediate skill level in Microsoft Word, and basic Excel
- Minimum typing speed of 40 words per minute
- Knowledge of a safety culture in a Health Care setting in compliance with the occupational Health and safety (OHSA)
- Demonstrated ability to maintain a high level of confidentiality
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills, both written and verbal, with a demonstrated customer service focus
- Demonstrates a positive and professional attitude toward supporting patients and families, internal and external customers
- Knowledge of medical terminology
- Demonstrated skills with timekeeping and scheduling

#### 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 vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- 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.*