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| Clinical Support Clerk, Specialized Geriatric Services - 1 position | Posting #: 54334 |
| Specialized Geriatric Services | Posting Date: January 20, 2025 |
| Parkwood Institute Main - London, ON | Submission Deadline: January 26, 2025 |
| Full Time | Bradley Dudley, Human Resources |
| Non-Union | Salary Range: \$28.26 - \$33.23 /hour |

An exciting opportunity exists for a secretary position with the Specialized Geriatric Services (SGS) Program. This position will support the outreach programs within our SGS program including Regional Geriatric Program and Geriatric Nurses with coverage for Clinics and Day Hospital.

Currently this position is scheduled to work weekdays. 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

- Secondary (High) School Diploma
- Graduate of a recognized office administration/secretarial certificate or diploma program
- Previous experience in a healthcare environment
- Demonstrated computer skills, an intermediate level of knowledge in Microsoft Word and Excel
- 50 wpm typing speed
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Experience taking minutes, creating agendas, posters, flyers, formatting reports, developing spreadsheets
- Excellent communication skills, both verbal and written as well as excellent grammar, spelling, proofreading and composition skills
- Excellent organization and time management skills to effectively provide support to customers
- Strong interpersonal skills with a demonstrated customer focus as well as a positive and professional attitude toward assisting internal or external stakeholders
- Understanding of the technology required to organize hospital/regional/provincial meetings and educational events:
- Webex Video Conferencing and Microsoft Teams
- Ability to work independently as well as on a team
- Experience with Cerner Registration 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.*