



Clerk, Staffing/Scheduling, Ambulatory Surgery Staffing - 1 position	Posting #: 54387
Ambulatory Surgery Staffing	Posting Date: January 31, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: February 06, 2025
Full Time	Wade Baillie, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

Responsible for preparation of staff schedules including coordination of coverage for staff call-ins, vacation requests, etc. Responsible for entering all approved schedules in the Workbrain time and attendance system. Provides reports to clinical leadership related to staffing i.e. sick time, vacation, balances, etc.

Essential Qualifications

- Secondary (High) School Diploma
- Office Administration certificate program
- Demonstrated computer expertise with intermediate level in Word, Excel and Outlook
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- General Knowledge of payroll processes and collective agreements
- Knowledge of and previous experience with scheduling and creating schedules
- High level of data accuracy
- 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 internal customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions

Preferred Qualifications

- Proficiency in French would be an asset
- Knowledge of and previous experience with creating and implementing online schedules
- Previous clerical experience in a hospital ambulatory clinic setting
- Previous knowledge and experience with Cerner and Workbrain

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.