



Clinic Clerk - 2 positions	Posting #: 54671
Urgent Care Centre	Posting Date: March 24, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: March 30, 2025
Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$25.90 - \$30.46 /hour

The Clinic Clerk in the Urgent Care Centre will work closely with the healthcare team to support the everyday operations of the unit. The Clinic Clerk focuses on patient care while maintaining unit flow by registering patients, completing clerical responsibilities and assisting with indirect patient care tasks.

#### Essential Qualifications

- Secondary (High) School Diploma
- Certificate in Medical Office Administration
- 2 years clerical experience in medical office or clinic setting and using email system
- Microsoft Office - Intermediate skill level required in Word and Basic skill level required in Excel
- Accurate keyboarding and spelling skills
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus Demonstrates a professional and positive and professional attitude toward supporting internal and external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Knowledge of Cerner patient care systems with Power Chart
- Knowledge of patient confidentiality/ privacy
- Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)

#### Preferred Qualifications

- Proficiency in French would be an asset
- Graduate of a recognized Medical Office Administration diploma program
- Previous experience in an Ambulatory clinic setting
- Experience working in an Endoscopy Unit, Operating Room, Urgent Care or Emergency Care setting

#### 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 that you apply to. Only those under consideration will be contacted

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