



Clinic Clerk, Urology Clinic - 1 position	Posting #: 54783
Urology Clinic	Posting Date: April 11, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: April 17, 2025
Full Time	Wade Baillie, Human Resources
Non-Union	Salary Range: \$26.68 - \$31.37 /hour

The incumbent will be responsible for conveying a sincere, caring and professional attitude toward patients, staff and visitors entering the clinics, assisting with ordering supplies (HMMS and Data), reporting data in the clinic (pdap and hand hygiene), and assisting with pDAP clerical duties. The successful candidate will greet and instruct patients, maintain accurate appointment bookings, while simultaneously handling several telephone lines.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Secondary (High) School Diploma
- Graduate of a recognized office administration/secretarial certificate program
- Familiarity with medical terminology
- Demonstrated computer skills - basic excel
- Excellent interpersonal skills with a proven track record dealing with patients in an ambulatory care setting as well as a professional attitude towards assisting internal and/or external customers
- Demonstrated ability to work effectively in a team environment with frequent disruptions
- Ability to communicate effectively, verbally and in writing
- Good clerical skills including accurate typing and spelling

Preferred Qualifications

- Proficiency in French would be an asset.
- Experience in computerized patient registration and scheduling
- Cerner scheduling and registration experience
- Familiarity with the OR, pDAP, and Lithotripsy booking process

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.