Clinic Clerk, Family Medical Centre - 1 position	Posting #: 54826
Family Medical Centre	Posting Date: April 18, 2025
Family Medical Centre - London, ON	Submission Deadline: April 24, 2025
Regular Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: $26.68 - $31.37 /hour

The St. Joseph's Family Medical Centre was the first community-based Family Medical Centre in Canada. It was founded in 1969 as a partnership with the University of Western Ontario, St. Joseph's Hospital, and the College of Family Physicians of Canada. The facility at 346 Platt's Lane has been in operation since 1985. The St. Joseph's Family Medical and Dental Centre provides comprehensive health care with a patient-centered focus. Family medicine is delivered through active health promotion, ongoing supportive care and the active treatment of disease.

The Family Medical and Dental Centre continue to be a partnership between St. Joseph's Health Care London and the University of Western Ontario Schulich School of Medicine and Dentistry. The centre supports a quality undergraduate and post-graduate education program, advancing medical knowledge through clinic research.

The Family Medical Centre requires a skilled Clinical Receptionist Assistant to work closely with the team to support the everyday operations of the clinic. The Clinical Receptionist Assistant enables improved patient flow and ensures continued quality for the unit by registering patients, assisting with infection control by completing the active screening process and ensuring exam rooms and areas are stocked with necessary equipment. The Family Medical Centre CRA may be responsible for entering clinical information on the patient file and reports any pertinent findings to the team as necessary.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Office Administrative certificate program
- 2 years clerical experience in medical office/clinic setting and using email system
- Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)
- MS 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

Preferred Qualifications

- Proficiency in French would be an asset
- Graduate of a recognized Medical Office Administration diploma program
- Previous experience working with patient with Diabetes, Endocrine and Metabolic illnesses
- 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.