



Clinical Support Clerk, Post Surgical Care Unit - 1 position	Posting #: 54865
Post Surgical Care Unit	Posting Date: April 26, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: May 02, 2025
Casual Part Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

Need to be available for days, evenings, weekends and statutory holidays

Post-Surgical Care at the St Joseph's Hospital site comprises a 16-bay Post Anesthetic Care unit providing recovery following surgery and a 21-bed short stay surgical unit providing services for ophthalmology, urology, upper limb orthopedics, plastics, otolaryngology and interventional radiology populations. We provide pre- and post-operative care, teaching, and discharge planning with a holistic approach to patients.

The primary responsibilities of the Nursing Unit Secretary, Post Anesthetic Care Unit and Inpatient Surgical Service Unit are facilitating communication between staff, patients and families on the unit, preparing patient charts, processing patient care orders, and maintaining integrity of the Health Record chart.

#### Essential Qualifications

- Secondary (High) School Diploma
- Medical secretarial or medical office assistant certificate
- Minimum two year recent and related experience in a healthcare setting
- Demonstrated accuracy in recording patient information and knowledge of Health Records requirements and chart preparation
- Strong clerical skills including accurate keyboarding and data entry with a minimum 40 wpm typing speed
- Demonstrated intermediate skill level in Microsoft Word and basic level Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated ability to maintain a high level of confidentiality
- Excellent communication skills, both written and verbal as well as excellent grammar, spelling, proofreading and composition skills
- Strong interpersonal and communication skills, both written and verbal, with a demonstrated customer service focus
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Demonstrates a positive and professional attitude towards supporting patients and families, internal and external customers
- Strong knowledge of medical terminology
- Demonstrated skills with timekeeping and scheduling

#### Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience with Surginet data entry and staff scheduling systems (ie. 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.*