



Clerk, Staffing/Scheduling - 1 position	Posting #: 54903
Professional Practice	Posting Date: April 30, 2025
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: May 06, 2025
Temporary Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

This temporary full-time position is expected to extend until May 1, 2026, and is subject to the availability of work.

The successful candidate will provide assistance to the scheduling office to schedule Clinical Extern staff resident care.

#### Essential Qualifications

- Secondary school diploma plus a certificate in Medical Office Administration or Health Care/Office Admin program
- Minimum 1 year experience in a healthcare setting
- Demonstrated computer expertise in Microsoft Office
- General knowledge of payroll processes and collective agreements
- 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 staffing
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Ability to analyze staffing patterns and anticipate needs, and/or suggest changes to the scheduling processes to the Manager
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Previous experience with computerized patient care, scheduling, and online ordering systems
- Ability to work quickly and accurately in a busy environment
- Strong customer service focus along with previous experience dealing with the public
- Demonstrated ability to problem solve effectively
- Ability to work independently as well as on a team
- Ability to prioritize multiple demands
- Detail oriented

#### Preferred Qualifications

- Proficiency in French would be an asset
- Shift Link scheduling platform experience

#### 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.*