



Clinical Support Clerk, Ambulatory Care Outpatients - 1 position

Posting #: 55046

Ambulatory Care Outpatients

Posting Date: May 23, 2025

Parkwood Institute Main - London, ON

Submission Deadline: May 29, 2025

Casual

Michelle Robertson, Human Resources

Non-Union

Salary Range: \$29.11 - \$34.23 /hour

The purpose of the Clinical Support Clerk is to facilitate the smooth operation of the unit by providing a range of administrative, clerical, equipment, supply and basic system support to a clinical team of interdisciplinary professional staff. This role may provide reception, timekeeping, and staff scheduling services for the team. It is responsible for maintaining open communication between the interdisciplinary team, patients and families, and is responsible for patient related data entry in hospital systems

#### Essential Qualifications

- Secondary (High) School Diploma
- Medical secretarial or medical office assistant certificate program
- 2 years related experience
- Demonstrated intermediate skill level in Microsoft Word, and basic Excel
- Minimum typing speed of 40 words per minute
- Demonstrated ability to maintain a high level of confidentiality
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills, both written and verbal, with a demonstrated customer service focus
- Demonstrates a positive and professional attitude toward supporting patients and families, internal and external customers
- Knowledge of medical terminology
- Demonstrated skills with timekeeping and scheduling
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

#### Preferred Qualifications

- Proficiency in French would be an asset
- Experience utilizing Cerner scheduling and registration
- Experience with 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.*