



Clinic Clerk, Rheumatology Clinic - 1 position	Posting #: 55071
Rheumatology Clinic	Posting Date: May 28, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: June 03, 2025
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$26.68 - \$31.37 /hour

The Rheumatology Clinic at St. Joseph's Hospital specializes in the treatment of autoimmune and inflammatory conditions that commonly affect the body's musculoskeletal system and other body systems including major organs, skin, nerves and blood vessels. The goals of this multi-disciplinary team are to reduce/prevent pain, disability, joint damage and to educate patients to provide them with the tools that will help them live active healthy lives.

The Rheumatology Clinic requires a skilled Clinic Clerk to work closely with the team to support the everyday operations of the clinic. The role of the Clinic Clerk is to enable patient flow and ensure continued quality of care for patients while they are visiting the clinic. Tasks for the role include but are not limited to: registering and rooming patients; ensuring exam rooms and areas are stocked with necessary equipment; registering and scheduling patients; providing other administrative support to the team as needed. The Rheumatology Clinic Clerk is also responsible for entering clinical information like heights and weights on the patient file and report 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 in an ambulatory clinic setting
- Knowledge of various rheumatologic conditions

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.*