



Clinical Support Clerk, Parkwood Access Office - 1 position	Posting #: 55072
Parkwood Access Office	Posting Date: May 29, 2025
Parkwood Institute Main - London, ON	Submission Deadline: June 04, 2025
Temporary Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

Temporary position anticipated to extend until June 1, 2026, and is subject to the availability of work

An exciting opportunity exists for a Clinical Support Clerk within the Specialized Geriatric Services (SGS) Program. This position will support Parkwood Access and the Geriatrics Ambulatory Access Team.

The hours for this position reflect the current scheduling arrangements and are subject to change at the discretion of the Employer.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Secretarial or Medical Office Assistant certificate
- 2 years related experience in a healthcare environment
- Demonstrated computer skills with an intermediate level of knowledge in Microsoft Word and basic level in Microsoft Excel
- 40 wpm typing speed
- 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 occupational Health and safety (OHSA)

Preferred Qualifications

- Proficiency in French would be an asset

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.