



Clinical Support Clerk, Treatment & Rehab G3/H3 - 1 position	Posting #: 55256
Treatment & Rehab G3/H3	Posting Date: July 31, 2025
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: August 06, 2025
Temporary Regular Part Time	Wade Baillie, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

This temporary part-time position is expected to extend until February 2023 6, 2026, and is subject to the availability of work.

To perform a variety of clerical reception and scheduling services in the day-to-day administration of ward/team activities. This role will primarily provide support for staffing. Additional duties include: providing receptionist duties, including screening telephone calls, visitors, etc. answering routine inquiries, initiating staffing calls when required; making appointments for clients for tests/consultations; sorting and distributing mail; checking and ordering supplies; completing staff information, ie. assisting clients with Pin Money; maintaining clients' files and clinical record forms; maintaining filing system for relevant areas of responsibility; keyboarding letters, memoranda, conference notes, etc. from handwritten or printed material.

Essential Qualifications

- Completion of Secondary (High) School Diploma
- Graduate of a recognized medical secretarial or medical office assistant certificate program is required
- Minimum one year recent and related experience in a healthcare setting
- Ability to work accurately with figures and clerical details
- Ability to keyboard accurately to a minimum of 40 wpm
- Demonstrated computer skills with Outlook and MS Office Suite, including an intermediate level of knowledge of Word and basic Excel
- Working knowledge of general office procedures and methods, computerized patient data base system (ADT System) used to retrieve patient information
- Record keeping and filing experience
- Working knowledge of the Mental Health Act
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Strong interpersonal and communication skills both oral and written

Preferred Qualifications

- Proficiency in French would be an asset.
- Strong knowledge of psychiatric/medical terminology
- Previous experience using a computerized system eg. Workbrain
- Previous experience scheduling staff and working with payroll systems
- Ability to prioritize multiple demands
- Ability to work independently as well as a team
- Excellent organization and time management skills

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.*