Clerk, Staffing/Scheduling, Medicine Services - 1 position	Posting #: 55301
Medicine Services	Posting Date: July 17, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: July 23, 2025
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: $29.11 - $34.23 /hour

St. Joseph's Hospital continues to expand its role in the treatment of complex medical and chronic disease, illness prevention, research and education. Our ambulatory medicine teams specialize in the treatment of complex medical and chronic disease conditions with the goal of assisting individuals to reach optimal health and well-being. Our different teams work together to provide patients with comprehensive assessment, diagnosis, disease prevention and management strategies and follow-up care.

This role ensures adequate staffing is available for the program/units to support patient care 24/7. This position supports the preparation of staff schedules including coordination of coverage for illness vacancies, organization of vacation requests and vacation planners as per the respective Collective Agreements and supporting staffing acuity needs for the program as they arise. Staffing clerks are required to support staff shift time entries using the hospital time and attendance system for all approved schedules and last-minute changes as they arise. Staffing clerks also provide reports to clinical leadership related to staffing such as sick time and vacation balances to ensure Clinical Managers have sufficient information to manage overall staffing and hiring levels.

The Medicine Services Centralized Staffing Team supports the staffing/scheduling needs of the following clinics:

Chronic Pain Management
Allergy/Immunology
General Respirology
Asthma
COPD (Chronic Obstructive Pulmonary Disease)
Cardiac Rehabilitation and Secondary Prevention
Heart Failure
Infectious Diseases Care Program
Pulmonary Function Lab
Cardiovascular Investigation Unit
Rheumatology
Regional Sexual Assault and Domestic Violence Treatment Program
General Internal Medicine
Urgent Care Centre
Endoscopy Clinic
Anesthesia Assistants
Respiratory Therapists
General Outpatients

Essential Qualifications

- Secondary (High) School Diploma
- Certificate in Medical Office Administration
- Minimum 1 year experience in a healthcare setting
- General knowledge of payroll processes and collective agreements

- Demonstrated computer expertise in Microsoft Office
- 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 when needed.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset
- Previous staffing/scheduling experience in a unionized environment

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.