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| Clinical Support Clerk - 1 position | Posting #: 55506 |
| WSIB Specialty Clinic | Posting Date: September 12, 2025 |
| St. Joseph's Hospital - London, ON | Submission Deadline: September 18, 2025 |
| Full Time | Wade Baillie, Human Resources |
| Non-Union | Salary Range: $29.11 - $34.23 /hour |

An exciting opportunity exists for a self-directed and innovative professional to provide support to the WSIB to support services within the WSIB specialty Clinic of St. Joseph's Health Care, London. The WSIB specialty clinic is a part of the Roth McFarlane Hand and Upper Limb program that provides comprehensive assessments for workers who sustained a work injury to the upper limb.

The role will have a positive presence in the clinic while supporting patients? inquiries such as registration and scheduling of appointments during clinic time. As well, the successful candidate will, manage certain administrative tasks associated with the clinic, which will include document preparation and uploading, assistance with billing, and other administrative duties such as filing, scanning/attaching documents.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized Medical Office Administration certificate program
- Intermediate skill level required in Microsoft Word and basic skill level in Microsoft Excel
- Accurate keyboarding and spelling skills
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated evidence and experience in transcription skills
- Minimum of two years clerical experience in medical office/clinic setting required
- 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

Preferred Qualifications

- Proficiency in French would be an asset
- Knowledge of Cerner patient care systems with Power Chart
- Knowledge of the HRCM finance system

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.*