



Clinic Clerk - 1 position	Posting #: 55580
Colposcopy Clinic	Posting Date: September 12, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: September 18, 2025
Regular Part Time	Wade Baillie, Human Resources
Non-Union	Salary Range: \$26.68 - \$31.37 /hour

An exciting opportunity exists for a clinic clerk to provide services within the Colposcopy clinic at St. Joseph's Hospital as a valued member of a collaborative, interprofessional team.

This specialized area of women's health provides evaluation and treatment services for women with abnormal cervical screening results.

The clinic clerk will work closely as part of a multi-disciplinary team to support the everyday operations of the clinic by enabling improved patient flow and ensure continued quality of patient care. The clinic clerk's responsibilities include registering patients, assisting with follow-up appointment scheduling and completing a variety of other administration duties that support best patient care.

The Colposcopy clinic is a fast-paced environment that requires the clinic clerk to be able to prioritize tasks appropriately, demonstrate an eagerness and commitment to learning new skills and display effective communication and collaborative skills within an interprofessional team to achieve results.

Essential Qualifications

- Ontario Secondary School Diploma, or recognized equivalent by the Province of Ontario
- Graduate of a recognized Medical Office Assistant certificate program
- Previous experience with computerized patient care registration/scheduling systems, computer order entry and data entry
- Demonstrate basic level knowledge of Word and Excel
- Excellent knowledge of medical terminology
- Excellent interpersonal and communication skills
- Knowledge of safety culture in a health care setting in compliance with the OHSA
- Ability to problem-solve and work accurately in a fast-paced setting
- Proven ability to work both independently and as a part of the team
- Strong organizational skills and ability to prioritize workload in a fast-paced environment
- Strong customer service focus

Preferred Qualifications

- Proficiency in French is considered an asset
- Recent experience as a clinic clerk or similar clinical role
- Previous experience in an Ambulatory clinic setting, preferably Women's Health
- Previous experience working with Cerner patient care systems

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 Health Care London, 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 and varicella (chicken pox) and Hepatitis B
- 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.*