



Clinic Clerk, Otolaryngology Clinic - 1 position	Posting #: 55605
Otolaryngology Clinic	Posting Date: September 17, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: September 23, 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 within the Otolaryngology, Head, Neck and Facial Plastic Surgery department of St. Joseph's Health Care, London. This unit specializes in the care of patients with various conditions but not limited to those requiring rhinolaryngoscopic procedures, biopsies, minor procedures, post op wound care, and clinical follow up. The successful incumbent will work with several Otolaryngologists, RPNs, secretaries and a fellow clerk in providing registration and scheduling support to a high-volume clinic.

#### Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Secondary (High) School Diploma
- Graduate of a recognized office administration/secretarial certificate program
- Minimum one year of recent clerical experience
- Demonstrated computer skills including basic level knowledge of Word and Excel
- Demonstrated knowledge of a computerized patient care system
- Good judgment and decision-making skills required to ensure all necessary information is collected
- Good clerical skills including accurate typing and spelling
- Knowledge of medical terminology
- Excellent interpersonal and communication skills (telephone and in person)
- Ability to work quickly and accurately in a busy environment
- Experience in dealing with the public
- Strong customer service focus and the ability to work in a team setting
- Strong organizational abilities

#### Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience in registration in a health care environment
- Cerner scheduling and registration experience

#### 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.*