



Med. Access/Finance Assistant, Prescription Shop - 1 position	Posting #: 55653
Prescription Shop	Posting Date: October 15, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: October 21, 2025
Regular Part Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$31.74 - \$37.35 /hour

St. Joseph's Health Care London's Pharmacy Department provides care across all St. Joseph's sites: St. Joseph's Hospital, Mount Hope Centre for Long Term Care, Parkwood Institute Main Building and Finch Family Mental Health Care Building, and Southwest Centre for Forensic Mental Health. The Pharmacy Department also provides care directly to members of our community through the two Prescription Shop pharmacies. The Pharmacy Department welcomes learners year-round, including pharmacy technician students, pharmacist students, and a pharmacy resident.

The Prescription Shop provides outpatient pharmacy services for patients visiting the various clinics at St. Joseph's Hospital, residents at Mount Hope Centre of Long-Term Care, hospital staff, and the general public. As our Medication Access/Finance Assistant, your role involves balancing the needs of multiple stakeholders to facilitate drug coverage for patients, as well as ensuring accurate reconciliation of all financial transactions related to the retail pharmacy operations at St. Joseph's Hospital. You will require excellent organizational and communication skills to become an integral part of the Prescription Shop team, which focuses on providing outstanding customer service and high-quality patient care.

Essential Qualifications

- Minimum 3 years in retail pharmacy and bookkeeping, hospital pharmacy experience an asset
- College Diploma in Business Administration - Finance/Accounting, or equivalent
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- In-depth knowledge of retail pharmacy financial operations with recent proven bookkeeping experience.
- Strong working knowledge of all Ontario drug programs with proven experience navigating third party drug insurance plans and patient support programs
- Excellent written and oral communication skills
- Ability to work independently with little supervision
- Ability to take appropriate initiative to collaborate with key stakeholders to provide excellent customer service and patient care
- Excellent attention to detail, and organizational and mathematical skills
- Demonstrated proficiency with Microsoft Office applications, specifically Excel, Outlook, and Word

Preferred Qualifications

- College diploma or equivalent in Pharmacy Assistant / Pharmacy Technician
- Proficiency with reporting features of Kroll

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.