



Clinical Support Clerk, Specialized Geriatric Services/RGPSWO - 1 position	Posting #: 55750
Specialized Geriatric Services/RGPSWO	Posting Date: October 20, 2025
Parkwood Institute Main - London, ON	Submission Deadline: October 26, 2025
Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

An exciting opportunity exists for a full-time secretary position on the outpatient unit with coverage for staffing and other areas in Specialized Geriatric Services.

Essential Qualifications

- Graduate of a recognized office administration/secretarial diploma program
- Secondary (High) School Diploma
- Previous experience in a healthcare environment, preferably in Ambulatory care
- Demonstrated computer skills, an intermediate level of knowledge in Microsoft Word and Excel
- 50 wpm typing speed
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Experience taking minutes, creating agendas, posters, flyers, formatting reports, developing spreadsheets
- Excellent communication skills, both verbal and written as well as excellent grammar, spelling, proofreading and composition skills
- Excellent organization and time management skills to effectively provide support to customers
- Strong interpersonal skills with a demonstrated customer focus as well as a positive and professional attitude toward assisting internal or external stakeholders
- Understanding of the technology required to organize hospital/regional/provincial meetings and educational events: MS Teams and WebEx
- Ability to work independently as well as on a team

Preferred Qualifications

- Inpatient scheduling experience
- Experience with Ambulatory Patient scheduling

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.