



Clerk, Staffing/Scheduling - Medical Imaging - 1 position

Posting #: 55879

Medical Imaging

Posting Date: November 14, 2025

St. Joseph's Hospital - London, ON

Submission Deadline: November 20, 2025

Temporary Full Time

Bradley Dudley, Human Resources

Non-Union

Salary Range: \$29.11 - \$34.23 /hour

This is a temporary full-time position that is expected to extend until December 31, 2027, and is subject to the availability of work.

The Assistant Staffing and Team Support is responsible for the preparation of staff schedules including coordination of coverage for staff call-ins, vacation requests, etc. This role will also be responsible for entering all approved schedules into the Workbrain time and attendance system as well as provide reports to leadership related to staffing i.e. sick time, vacation balances, etc. This role will also provide secretarial support to the Radiation Safety Officer for St. Joseph's related business. This would include managing appointments, word processing and data base management for patient and radiation safety materials and review and policy development.

Essential Qualifications

- Secondary school diploma plus completion of a community college certificate program in Medical Office Administration is required.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- General knowledge of payroll processes and collective agreements
- Demonstrated computer expertise in Microsoft Office and Outlook
- Word at an intermediate level and excel at beginner level
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills both verbal and written
- Demonstrates a professional and positive attitude toward supporting internal/external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions and shared work area

Preferred Qualifications

- Previous experience preparing staffing schedules using collective agreements, ie OPSEU
- 2 years experience in Medical Office Administration or secretarial support.

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.*