Clerical Assistant, Care Partnership - 1 position	Posting #: 55947
Care Partnership	Posting Date: December 09, 2025
Parkwood Institute Main - London, ON	Submission Deadline: December 15, 2025
Regular Part Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: $24.45 - $28.74 /hour

The Care Partnership office is hiring an inspired candidate who would enjoy the opportunity to support the transformation healthcare through the power of lived experiences.

Reporting to the Manager, Care Partnership, the Care Partnership Clerical Assistant will support the mission, vision and values of St. Joseph's Health Care London by engaging patients, residents and families as full partners in care driven by the Care Partnership Framework and person and family centered care principals.

The Clerical Assistant is responsible for administration support to the care partnership team with weekly office needs and managing the care partnership teams' administrative requirements. This role is a key point of contact for new and existing Care Partners and is responsible for the administrative tasks that are required in the intake process and within ongoing engagement strategies. This role is responsible for attending the Care Partnership phone line and email, and answering general questions about Care Partnership at St. Josephs.

This role supports with taking meeting minutes, team file organization, newsletter development, and presentation technical support. This role is responsible for providing supply ordering and timekeeping support to the Care Partnership team. Since 2023, this role also supported the administrative tasks of the Share the Spirit annual employee giving campaign. This unique position has flexibility for a hybrid work arrangement.

Essential Qualifications

- Secondary (High) School Diploma
- Office administration certificate
- Minimum of two years recent administrative/secretarial experience
- Intermediate skills in Microsoft office including Excel, Word, and Outlook
- Exceptional communication skills, both written and verbal, to interact effectively with staff, Care Partners, and community members
- Strong ability to prioritize tasks and utilize time efficiently to meet multiple deadlines
- Superior organizational and customer service skills
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ability to work effectively independently and within a team setting
- The ability to lift up to 10kg (as required)

Preferred Qualifications

- Previous experience working with volunteers or in customer service
- Previous experience using Publisher, Microsoft Excel.
- Familiarity with Volgistics
- Proficiency in French would be an asset

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.