Clerk, Health Information Management - 2 positions	Posting #: 56012
Health Information Management	Posting Date: January 06, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: January 12, 2026
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: $24.45 - $28.74 /hour

The successful candidate will work at St Josephs Health Care, Grosvenor site. Flexibility is required to cover all shifts and also work at Parkwood Institute Mental Health building if and when required. The duties of this position encompass all aspects of records management. This includes, but is not limited to, sorting/filing/scanning of loose reports as well as pulling/filing of patient charts and the provision of records to storage and patient care areas.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Office Assistant certificate
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated customer service in dealing with both internal and external customers
- Demonstrated understanding of and compliance with legislation related to the handling and management of health information
- Demonstrated understanding, recognition and application in previous work experiences of the importance of confidentiality of information and the patients' right to privacy
- Must be capable of meeting the physical demands required to perform the role
- Demonstrated accuracy and attention to detail
- Demonstrated computer knowledge and ability to work within a Windows environment in multiple software applications
- Excellent organizational skills to handle a demanding workload in a busy environment, with multiple, competing priorities
- Excellent communication and interpersonal skills including the ability to communicate information accurately and professionally
- Ability to work with minimal supervision and initiative to work independently as an effective team member
- Familiarity working within an electronic environment

Preferred Qualifications

- Recent manual filing experience
- Understanding of records management methodologies
- Knowledge of Cerner Person Management, ProFile, Chart Tracking, Power Chart, Explorer Menu and CCL gateway reports
- Related work and experience in a healthcare environment
- Previous data entry experience
- Proficiency in the French Language is 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.

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.