



Clinic Clerk, Medical Imaging - 2 positions

Medical Imaging

St. Joseph's Hospital - London, ON

Regular Part Time

Non-Union

Posting #: 56034

Posting Date: December 29, 2025

Submission Deadline: January 04, 2026

Bradley Dudley, Human Resources

Salary Range: \$26.68 - \$31.37 /hour

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized Medical Office Administration certificate program
- 2 years clerical experience in medical office/clinic setting and using email system
- MS Office - Intermediate skill level required in Word and Basic skill level required in Excel
- Accurate keyboarding and spelling skills
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus
- Demonstrates a professional and positive and professional attitude toward supporting internal and external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions Knowledge of Cerner patient care systems with Power Chart
- Knowledge of patient confidentiality/ privacy
- Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)

Preferred Qualifications

- 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.*