



Clinical Support Clerk, Veterans Care Program - 2 positions	Posting #: 56077
Veterans Care Program	Posting Date: February 06, 2026
Parkwood Institute Main - London, ON	Submission Deadline: February 12, 2026
Regular Part Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

**\*\*REPOSTED\*\***

To perform a variety of clerical reception and scheduling services in the day-to-day administration of activities. Duties may include providing receptionist duties, including screening telephone calls, visitors, etc. answering routine inquiries; making appointments for residents; sorting and distributing mail; checking and ordering supplies; maintaining resident health record files and maintaining filing system for relevant areas of responsibility.

The Veterans Care Program assists war service Veterans whose daily functioning and health is affected by chronic illnesses as well as physical and mental health problems. You will provide quality care and work within a comprehensive interdisciplinary team to promote the health and well-being and meet the social, emotional and spiritual needs of Veterans We support Veterans to be as independent as possible and to reach their full capability within a safe environment. Families are key partners in our care team and are supported by the team to adjust and adapt to the changing needs of their family member.

May be required to work anywhere within the program.

Must be available to work weekends.

Essential Qualifications

- Secondary (High) School Diploma
- Medical or Office Administration certificate
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Previous experience scheduling staff and working with payroll systems
- Experience in a healthcare environment
- Demonstrated computer skills with Microsoft Outlook as well as an intermediate level of knowledge of Word and Excel
- 40 wpm typing speed and high level of data accuracy
- Excellent communication skills, both written and verbal as well as excellent grammar, spelling, proofreading and composition skills
- Strong interpersonal skills with a demonstrated customer focus to assist internal and external customers
- Excellent organization and time management skills to effectively provide support to all team members
- Ability to work independently as well as on a team
- Ability to prioritize multiple demands
- Detail oriented
- Strong knowledge of medical terminology

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience using a computerized scheduling system, e.g. Workbrain
- Experience with individuals with dementia and/or responsive behaviours

### 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.*