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| Clinical Support Clerk, Forensic Program - 1 position             | Posting #: 56095                      |
| Forensic Program  | Posting Date: January 21, 2026        |
| Southwest Centre for Forensic Mental Health Care - St. Thomas, ON | Submission Deadline: January 27, 2026 |
| Full Time   | Michelle Robertson, Human Resources   |
| Non-Union   | Salary Range: \$29.11 - \$34.23 /hour |

This position is currently assigned to B2 Treatment Unit South. The Clinical Support Clerk facilitates the smooth operation of the unit by providing a range of administrative, clerical, equipment, supply and basic system support to a clinical team of interdisciplinary professional staff. This role may provide reception, timekeeping, and staff scheduling services for the team. It is responsible for maintaining open communication between the interdisciplinary team, patients and families, and is responsible for patient related data entry in hospital systems

#### Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Secondary (High) School Diploma
- Graduate of a recognized medical secretarial or medical office assistant certificate program
- 2 years related experience
- Demonstrated intermediate skill level in Microsoft Word, and basic Excel required
- Ability to keyboard accurately to a minimum of 40 wpm
- Demonstrated ability to maintain a high level of confidentiality
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills, both written and verbal, with a demonstrated customer service focus
- Demonstrates a positive and professional attitude toward supporting patients and families, internal and external customers
- Knowledge of medical terminology
- Demonstrated skills with timekeeping and scheduling

#### Preferred Qualifications

- Strong knowledge of psychiatric/medical terminology
- Proficiency in French would be an asset
- Working knowledge of the Collective Agreement languages for ONA, OPSEU and UNIFOR
- Strong knowledge of Workbrain timekeeping/scheduling

#### 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.*