



Assistant, Occupational Health, Infection Safety and Employee Posting #: 56271

Wellbeing - 1 position

Occupational Health, Infection Safety and Employee
Wellbeing

Posting Date: February 19, 2026

St. Joseph's Hospital - London, ON

Submission Deadline: February 25, 2026

Full Time

Michelle Robertson, Human Resources

Non-Union

Salary Range: \$29.11 - \$34.23 /hour

Join our team. We have a great team working together to maintain and enhance health and safety, and prevent injury and illness, for every employee, credentialed professional staff and volunteer in our organization.

The Assistant role is to support our customers and the Occupational Health, Infection Safety and Employee Wellbeing teams. The Assistant will primarily focus on the Health Reviews process for all new hires and volunteers including communication with the new hires and volunteers about health review requirements, scheduling appointments and conducting follow up with leaders. The Assistant will also be the main point of contact at the front desk and will assist customers with questions, connecting them to the appropriate team members, and finding information to support their occupational health, infection safety and employee wellbeing questions. The Assistant will also be performing other clerical functions (i.e. supplies ordering) and there will be opportunities to be involved with special projects and process redesign. This role works in a busy environment with frequent disruptions.

This challenging opportunity is a good fit for a highly motivated self-directed, collaborative and innovative administrative professional. The Assistant is accountable for providing great customer service and maintaining efficient processes. The Assistant ensures accurate data entry, appointment scheduling, and ordering and management of supplies. The Assistant needs to be creative, have good communication skills and a curiosity to learn.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a post-secondary certificate program in office administration
- One to two years related experience
- High developed communication and organizational skills
- Strong customer focus with excellent interpersonal and problem-solving skills
- Demonstrated ability to work in a multitask, busy environment
- Demonstrated intermediate computer skills: MS Word, MS PowerPoint, MS Excel, Outlook, Teams and SharePoint
- Demonstrated ability to be detail oriented and maintain a high level of accuracy
- Demonstrated ability to coach others related to computer applications and document preparation
- Demonstrated ability to work as a member of a team as well as independently
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the 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.*