



Clinical Support Clerk, Ambulatory Care & ABI Clinics - 1 position	Posting #: 56275
Ambulatory Care & ABI Clinics	Posting Date: February 20, 2026
Parkwood Institute Main - London, ON	Submission Deadline: February 26, 2026
Temporary Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

This is a temporary full-time position that is expected to extend until February 25, 2027, and is subject to the availability of work.

The Clinical Support Clerk will work closely with nurses and physicians to support the everyday operations of outpatient clinics. The individual will convey a sincere, caring and professional attitude towards patients and family members while registering and scheduling patients into the electronic patient record. The successful incumbent will also prepare medical charts, process physician orders, and respond to the needs and requests of physicians, nurses, and patients. The clinic is fast paced with high patient volumes, supporting the practice of many physicians.

Essential Qualifications

- Secondary (High) School Diploma
- Office administration or secretarial certificate from a recognized post-secondary program
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Experience with scheduling and registration
- Demonstrated ability to work effectively in a team environment with frequent disruptions
- Excellent organization and time management skills with the ability to prioritize tasks in a busy clinical environment
- Ability to communicate effectively to a variety of different clients both verbally and in writing
- Excellent interpersonal and communication skills, including a clear and pleasant telephone manner
- Intermediate computer skills, particularly with MS Office suite including Word, Excel, and Outlook
- Excellent clerical skills including accurate typing and spelling
- Experience in a health care setting with an understanding of medical terminology
- Experience with staff timekeeping
- Excellent interpersonal skills with a proven track record dealing with clients in a fast-paced clinical setting as well as a professional attitude towards assisting internal and/or external customers

Preferred Qualifications

- Proficiency in French would be an asset
- Experience utilizing Cerner scheduling and registration
- Experience with Workbrain

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.*