



Clinic Clerk - 1 position	Posting #: 56485
Primary Care Diabetes Support Program	Posting Date: April 16, 2026
Family Medical Centre - London, ON	Submission Deadline: April 22, 2026
Regular Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$27.28 - \$32.08 /hour

The St. Joseph's Family Medical Centre was the first community-based Family Medical Centre in Canada. It was founded in 1969 as a partnership with the University of Western Ontario, St. Joseph's Hospital, and the College of Family Physicians of Canada. The facility at 346 Platt's Lane has been in operation since 1985.

The Primary Care Diabetes Support Program provides diabetes care, support and education for individuals diagnosed with diabetes, who are dealing with various challenges that make managing diabetes more difficult, such as poverty, language barriers, social isolation, addictions or mental illness. The program also provides diabetes care to individuals without a family doctor.

The Clinic Clerk enables improved patient flow and ensures continued quality for the unit by scheduling and registering patients, assisting with infection control by completing screening processes, and ensuring exam rooms and areas are stocked with necessary supplies. The PCDSF Clinic Clerk is also responsible for obtaining and entering clinical information like height and weight on the patient record and reports any pertinent findings to the team as necessary. They may also be required to assist with patient care needs, including lifts and transfers.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Office Administrative certificate program
- 2 years clerical experience in medical office/clinic setting and using email system
- Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)
- 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

Preferred Qualifications

- Proficiency in French would be an asset
- Graduate of a recognized Medical Office Administration diploma program
- Previous experience working with patient with Diabetes, Endocrine and Metabolic illnesses

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.*