



Assistant, Palliative Care Unit - 1 position	Posting #: 56977
Palliative Care Unit	Posting Date: August 19, 2026
Parkwood Institute Main - London, ON	Submission Deadline: August 25, 2026
Part Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$29.76 - \$35.00 /hour

The Assistant provides functional administrative support to the Palliative Pain and Symptom Management Consult Program. This includes supporting Nurse Educators and Provincial Partners/Educators in course registration, payment collection and course set up within D2L Brightspace Learning Management Software platform. Tracking of educational program delivery statistics & monthly reporting, documenting worked hours in WorkBrain for Nurse Educators, ordering of supplies, mailing of educational resources, expense report submissions for Nurse Educators. Creation and distribution of flyers for courses. Provides administrative support for conferences.

St. Joseph's Health Care London provides multi-disciplinary hospice palliative care education and consultation services to health care providers across the continuum of care for the Palliative Pain and Symptom Management Consultation Program (PPSMCP) of Southwestern Ontario which is funded by the Ontario Ministry of Health and Long-term Care through Ontario Health. The primary purpose of the PPSMCP is to build the capacity of service providers to provide quality hospice palliative care.

Essential Qualifications

- Graduate of a recognized office administrator/secretarial diploma course
- Minimum of two (2) years of recent and relevant professional experience in a healthcare, professional, office or academic work environment
- Demonstrated computer skills with an intermediate level of knowledge of Microsoft Word and Excel
- Excellent communication skills and professional attitude
- Demonstrated ability to multi-task, problem-solve, work under pressure, deal with multiple requests, manage frequent interruptions and meet deadlines
- Demonstrated understanding of the principles of confidentiality and experience managing confidential information
- Demonstrated initiative and ability to work both independently and as an effective team member
- Demonstrated flexibility, adaptability and ability to manage change in a dynamic environment
- Superior communication, interpersonal and problem-solving skills
- Excellent communication skills, both verbal and written, as well as exemplary customer service skills
- Attention to detail and high level of accuracy in work
- Proven ability to multi-task, problem-solve, work under pressure, set priorities and meet deadlines
- Highly motivated
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset.
- Ability to accurately transcribe and type a minimum of fifty (50) words per minute
- Experience in organizing and coordinating meetings/events and follow-up when necessary

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.*