



Clinical Support Clerk, Specialized Geriatric Services/RGPSWO - 1 position

Posting #: 57016

Specialized Geriatric Services/RGPSWO

Posting Date: August 27, 2026

Parkwood Institute Main - London, ON

Submission Deadline: September 02, 2026

Regular Part Time

Bradley Dudley, Human Resources

Non-Union

Salary Range: \$29.76 - \$35.00 /hour

An exciting opportunity exists for a secretary position with the Specialized Geriatric Services (SGS) Program. This position will support regional teams who provide care to older adults across the legacy Southwest LHIN. This position is based out of Parkwood Institute Main.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Secretarial or Medical Office Assistant certificate
- 2 years' related experience in a healthcare environment
- Demonstrated computer skills with an intermediate level of knowledge in Microsoft Word and basic level in Microsoft Excel and MS Teams
- 40 wpm typing speed
- 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
- Ambulatory patient scheduling
- Knowledge of a safety culture in a Health Care setting in compliance with the occupational Health and safety (OHSA)

Preferred Qualifications

- Proficiency in French would be an asset
- Experience working with Cerner

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.