Clinical Support Clerk, Adult Inpatient Mental Health Short Stay Stabilization Unit/Dual Diagnosis Program - 1 position	Posting #: 57272
Adult Inpatient Mental Health Short Stay Stabilization Unit/Dual Diagnosis Program	Posting Date: October 30, 2026
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: November 05, 2026
Temporary Full Time	Wade Baillie, Human Resources
Non-Union	Salary Range: $29.76 - $35.00 /hour

This is a temporary full-time position that is anticipated to extend until May 1, 2027, and is subject to the availability of work.

To perform scheduling services and assist as needed with the day-to-day administration of ward /team activities. This role will primarily provide support for staffing and payroll. Additional duties include providing receptionist duties, including screening telephone calls, visitors, etc. answering routine inquiries, initiating staffing calls when required; making appointments for clients for tests/consultations; sorting and distributing mail; checking and ordering supplies; completing staff information, ie. maintaining clients' files and clinical record forms; maintaining filing system for relevant areas of responsibility; keyboarding letters, memoranda, and data entry to care plans, etc. from handwritten or printed material.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized medical secretarial or medical office assistant certificate program
- Demonstrated computer skills with Outlook and MS Office Suite, including an intermediate level of knowledge of Word and basic Excel
- Ability to keyboard accurately to a minimum of 40 wpm
- Working knowledge of general office procedures and methods
- Record keeping and filing experience
- Ability to work accurately with figures and clerical details
- Working knowledge of the Mental Health Act
- Strong interpersonal and communication skills both oral and written
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Working knowledge of One Chart

Preferred Qualifications

- Graduate of a recognized medical secretarial or medical office assistant certificate program preferred
- Knowledge of staffing and scheduling, and computerized call-out systems preferred
- Proficiency in French would be an asset.
- Strong knowledge of psychiatric/medical terminology
- Previous experience using a computerized system eg. Workbrain
- Ability to prioritize multiple demands
- Ability to work independently as well as a team
- Excellent organization and time management skills

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.