



Job Posting Reference #: C.2025.01

Lennox and Addington County General Hospital S.E.I.U. Local 1 Canada, Office & Clerical Clerical Support Clerk – Diagnostic Imaging Part-Time

Primary Area of Assignment: Diagnostic Imaging

Basic Functions:

The Clerk provides a wide range of clerical communication and reception functions for the Diagnostic Imaging Services.

Hours of Work: Weekdays and weekends (with flexibility to meet the needs of the hospital).

Pay Rate: Will be in accordance with the Wage Scale of the S.E.I.U. Local 1 Canada, Office & Clerical Collective Agreement, classification of Clerical Support Clerk.

Qualifications:

Education:

- Secondary School Graduation Diploma;
- Medical Terminology Course, required;
- Office Administration/Medical Program or relevant post-secondary program, preferred.

Experience:

- Recent or related experience, preferred.

Required Skills:

- Demonstrated knowledge of the services offered;
- Demonstrated knowledge of the software programs utilized within this position – Microsoft Office suite, Meditech (OE, scheduling, PCI, RAD and Medical Records), PACS;
- Clerical ability to avoid perceptual errors when compiling documents;
- Evidence of strong organizational skills with the ability to organize, multitask, cope with frequent interruptions, meet deadlines and work with minimal supervision;
- Excellent interpersonal skills with demonstrated ability to communicate effectively, courteously and tactfully;
- Ability to work in a team environment;
- Must have annual review education completed;
- Must have previous proven good performance and attendance record.

Physical Requirements:

The applicant must be able to meet the physical demands of this position.

If you are interested in applying, please submit your updated resume and cover letter quoting the job posting reference number in the subject line to hr@lacgh.napanee.on.ca by Jan 16, 2025. For a complete list of duties, responsibilities or inquiries please contact Human Resources at 613-354-3301 ext. 456 or at the email address listed above. We are committed to inclusive and accessible employment practices – please notify the above if you require an accommodation to fully participate in the hiring process.

Posting Date: Jan 08, 2025

Expiration Date: Jan 16, 2025