



Job Posting Reference #: C.2025.04

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

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.

We prioritize staff wellbeing at LACGH by endeavoring to create schedules that allow work-life balance, providing free parking to all staff, and our Employee Wellness Program

The Lennox and Addington County General Hospital is an equal opportunity employer providing a barrier free workplace supported by the Hospital's Accessibility Plan. Persons with disabilities may request accommodation at any stage of the recruitment process providing the applicant has met the

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Bona-fide requirements for the position. Applicants need to make their requirements known when contacted.

The Lennox and Addington County General Hospital is a smoke/vape free organization.

If you are interested and possess the qualifications listed above, you are invited to apply in writing to:

**Human Resources, Lennox and Addington County General Hospital,
8 Richmond Park Drive, Napanee, ON K7R 2Z4.**

Phone: 613-354-3301 ext. 456

Fax: 613-354-0729

Email: hr@lacgh.napanee.on.ca

We thank all applicants, however, only those selected for interviews will be contacted.