

EXTERNAL VACANCY

DEPARTMENT: DIAGNOSTIC IMAGING
POSITION: ONE (1) TEMPORARY PART TIME DIAGNOSTIC IMAGING CLERK
SITE: NBRHC – NORTH BAY
HOURS: DAYS, EVENINGS, NIGHTS, AND WEEKENDS
SALARY: \$26.390 (Min.) - \$27.206 (Max.)

Pay rate, benefits and other terms and conditions are as per the CUPE (Local 139) Collective Agreement

QUALIFICATIONS:

- Graduate of a Community College in the Medical Office Administration Program or equivalent required
- Knowledge of Medical Terminology required
- Keyboarding (45 wpm/95% accuracy) and Data Entry (6200 kph/95% accuracy) skills required
- Working knowledge of Meditech required
- Working knowledge of iSite PACS required
- Excellent filing skills required
- Previous experience in Radiology required
- Working knowledge of computerized systems required
- Good attendance and work record required
- Must be available for scheduled shifts
- Must demonstrate commitment to ensure their safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in this organization
- Bilingualism (Advanced level English/French) is required. ***All unilingual candidates are encouraged to apply and may be considered if the identified French requirement has been met or there are no successful bilingual candidates. A formal French test will be conducted to evaluate the proficiency level.***

**Criminal Reference Check including the Vulnerable Sector Check:
recent within six (6) months is a requirement**

Interested candidates are asked to submit your resume and cover letter with a copy of this job posting with completed qualification checked off ✓ beside each qualification you hold.

Please quote File **CUPE CS-22-091** to:

Email: careers@nbrhc.on.ca

Human Resources

50 College Drive

P.O. Box 2500

North Bay, ON P1B 5A4

Fax: (705) 495-7977

*We are an equal opportunity employer. We thank all applicants for their interest.
An acknowledgement will be sent only to those candidates who will be interviewed.*

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application