



EXTERNAL VACANCY

Applications are invited from qualified individuals to fill the following position

One (1) Permanent Full-Time Coordinator Diagnostic Imaging NBRHC – North Bay

Reporting to the Manager of Diagnostic Imaging, the Coordinator will assist in overseeing the day to day operations. In addition to providing direct supervision to clerical staff, coordinating patient flow and participating in all DI Quality initiatives the position is responsible for scheduling, payroll, performance review, purchasing, procurement and equipment maintenance. Diagnostic Imaging is a multidisciplinary team setting, the Coordinator will help provide leadership and create a safe environment for staff and patients while supporting quality patient care and a positive work environment.

Qualifications include:

- Graduate of a Medical Radiation and Imaging Sciences program is required
- Current registration with the College of Medical Radiation and Imaging Technologists of Ontario is required
- Minimum of 3-5 years' experience in Diagnostic Imaging is required
- Member of the Ontario Association of Radiology Managers is an asset
- Demonstrated leadership experience and management abilities is required
- Experience in scheduling, staffing requirements and managing flow in all departments is required.
- Must be able to function both independently and as an active member of the multidisciplinary team
- Experience in scheduling & staffing requirements and managing flow in all departments is required
- Knowledge of current union bodies and collective agreements (ONA, CUPE, OPSEU) is required
- Involvement in annual continuing education and demonstrated commitment to quality improvement is required
- Computer application experience is required
- Experience in policy and procedure development is required
- Must be able to support and contribute to a culture of safety and prevention of adverse health events in our organization
- Must demonstrate good attendance
- Bilingualism (French/English) is an asset

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
quoting File [NU CS-22-037](#) to: careers@nbrhc.on.ca**

*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.