

JOB POSTING – Listowel Site

Come work at LWHA!

- ✓ Paid educational opportunities
- ✓ Free staff parking
- ✓ Tuition reimbursement grants based on eligibility
- ✓ Defined benefit pension plan, benefits without waiting period
- ✓ Competitive Salaries

POSITION POSTING # L25-55-New Position
LOCATION: Listowel, Ontario
POSITION: Radiology Clerk
UNIT: Diagnostic Imaging
STATUS: Casual
START DATE: As soon as possible
SALARY RANGE: \$25.31 - \$29.79 per hour (5 step grid based on experience)

POSITION SUMMARY:

The Radiology Clerk assists on a daily basis with maintaining the appropriate level of department flow.

QUALIFICATIONS:

- High School Diploma or equivalent
- Medical Terminology Certificate
- 1 year recent related experience in a similar setting preferred

EFFORT:

- Moderate physical effort
- Moderate degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Scheduling appointments for patients based on Physician requisitions and department requirements. The ability to discern inadequate information submitted.
- Answering incoming phone lines for OBSP and Radiology; transfer when needed and answering questions within scope
- Registering and screening patients for procedures using LWHA hospital identification requirements and policies.
- Maintain adequate records of files of work performed
- Clearly articulate orders from physicians and reporting procedures
- Retrieving and receiving information for and from other centres
- Prepare OBSP charts and retrieving films for OBSP clinics, preparing assessment charts for OBSP
- Receiving fax requisitions, reviewing to ensure completeness, filing requisitions and maintaining the files appropriately.
- Communication with the inpatient and emergency departments regarding appointments, transportation and preparations.

HOURS OF WORK: Monday to Saturday, 077-1500, 0800-1600, 0900-1700. Hours subject to change.

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: May 6, 2025 @ 1:00pm

Posting Deadline: May 13, 2025 @ 1:00pm,

Copies To: Bulletin Board

LWHA is an equal opportunity employer. We are serious about fostering a diverse and inclusive workplace. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodations are available for any part of the recruitment process upon request.