



Position: Diagnostic Imaging Clerk	Union/Non-Union: CUPE
Job Status: Permanent Part Time	Hourly Rate: \$22.42 - \$24.02
Reports to: Clinical Manager/PACS Administrator	Start Date: ASAP

Almonte General Hospital and Carleton Place & District Memorial Hospital created the Mississippi River Health Alliance (MRHA) in 2016 to formalize their commitment to work together to improve each patient and resident's overall health care experience through a strong, coordinated system of care. An integrated Senior Team leads the two Hospitals, as well as Fairview Manor and Lanark County Paramedic Service which are operating divisions of AGH. Over 600 caring staff, physicians and midwives provide excellent primary, acute and long-term care to citizens of Lanark County, West Ottawa and Renfrew County.

We are currently seeking a **Part Time Diagnostic Imaging Clerk**. The incumbent performs all clerical and filing duties associated with Diagnostic Imaging (X-Ray and Ultrasound) and Cardiopulmonary procedures (ECG's, Echos, Holter & Loop Monitoring and Pacemaker telephone transmissions).

Basic Requirements:

- Grade Twelve (12) or equivalent.
- General clerical and computer skills.
- Knowledge of Microsoft Word and Excel.
- Ability to work accurately and efficiently with minimum supervision.
- Ability to work under pressure.
- Ability to meet the physical demands of the job.
- Ability to assist with patients as required.
- Background in anatomy and medical terminology.
- Background in Cerner preferred.

Qualified candidates are invited to submit their resumes to:

Human Resources: careers@mrha.ca

We thank all candidates who apply. Only those selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices – If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.

Please note that according to the MRHA Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.

Mississippi River Health Alliance (MRHA) is committed to fostering a culture of diversity, equity, inclusion and belonging. We believe that embracing diversity in all its forms enriches our workplace and enhances the quality of care we provide to our patients, residents and community. We are dedicated to creating an environment where every individual feels valued, respected and supported regardless of race, ethnicity, gender, sexual orientation, religion, age, ability or background. We aim to create a workplace where everyone can thrive and contribute to our shared mission of providing integrated health care that meets the evolving life-long needs of our communities.