



Supervisor, Clerical Support - Medical Imaging - 1 position	Posting #: 56931
Medical Imaging	Posting Date: August 04, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: August 10, 2026
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$35.38 - \$41.65 /hour

A challenging and exciting opportunity exists to provide expertise and support to the Clerical teams of the Medical Imaging Program in order to facilitate the delivery of excellent care to our patients, clients and families. This is an ideal opportunity for an individual who enjoys a busy and complex environment and involvement with continuous process improvement initiatives. The successful applicant will have extensive knowledge and experience of hospital computer systems from the user's perspective and be responsible to manage the day-to-day activities of medical imaging registration, appointment scheduling, and the Breast Care clerical.

Essential Qualifications

- Secondary (High) School Diploma
- Completion of a recognized post-secondary certificate program in medical office administrator/ management
- 2 years of supervisory experience
- 2 years related medical administrative experience in a teaching hospital environment
- 3 years' experience with Cerner registration and Scheduling
- 2 years' experience in training staff in computer base applications
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ability and commitment to act as a supervisor under OHSA
- Impeccable interpersonal, organizational and communication skills
- Ability to establish work priorities and ensure deadlines are achieved
- Expertise in customer service and client relations
- Personal accountability and shows initiative
- Job task planning and organizing
- Creative problem solving, critical thinking and project management skills
- Experience with software Velox, pocket health, and Cerner applications that relates to image transfers/uploads
- Experience with uploading and burning CDs
- Ability to resolve issues or to re-direct enquires to the appropriate resource to ensure the resolution of the issue
- Excellent, time management, and prioritization skills
- Ability to write standards of work and flow chart work processes
- Ability to diffuse confrontational situations
- Ability to support and develop diverse teams
- Knowledge of health care and organizational/office practices, procedures and standards
- Demonstrated ability to work under pressure in a fast-paced environment.
- Demonstrated ability to offer and receive constructive feedback with fellow team members.

Preferred Qualifications

- Knowledge of all imaging procedures an asset
- Proficiency in French would be an asset

Teaching and Research

- St Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*