

TITLE

Assistant Director of Operations

REPORTS TO

Dr. Dave Gianfelice, VP of Medical Imaging

STATUS

Permanent, full-time position

LOCATION

Toronto

RESPONSIBILITIES

The Assistant Director will be responsible for overseeing all daily diagnostic imaging operational functions, including management of human, financial and capital resources for multiple sites. As a member of the management team, the successful candidate will contribute to short and long-term organizational planning and strategy for the division. With a commitment to the highest standards of quality in patient care, the Assistant Director will work closely with Clinic Managers to drive performance improvement and quality assurance initiatives.

- Continuously develop the necessary skills to ensure efficient operation of all clinics under supervision
- Oversee and lead the operations in a small group of Diagnostic Imaging clinics
- Provide leadership and support for, and manage the performance of, Clinic Managers, Charge Technologists and Technologists
- Under the guidance of the VP, develop business plans and strategies, in keeping with the objectives of the Division
- Develop clinic budgets and support Clinic Managers in meeting revenue and expense targets
- Build and maintain a strong relationship with employees, radiologists, and referring physicians
- Oversee projects and programs in a variety of functions including HR and employee development, marketing, administration, facilities & renovation, and equipment
- Design and implement standards, policies and process designed to achieve the goals of high-level patient care and quality technical services
- Support the vision, mission, values and strategic objectives of the Imaging division and of Medisys
- Foster an enthusiastic and positive culture within the Division; utilize strong human relations skills to ensure that all employees are treated respectfully and given the opportunity to succeed
- Provide on-site supervision of staff in the absence of a clinic manager

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Healthcare Administration, or related; or completion of a 3 or 4 year certified Technologist training program with additional training in business
- Minimum of 5-7 years progressive management experience of which at least 2 years are in directing and supervising radiological services
- Experience in managing and developing staff while fostering a positive work environment
- Excellent communication, interpersonal and presentation skills
- Operational change management and project management experience required
- Demonstrated ability to implement policy, procedures and departmental improvement initiatives
- Must demonstrate strong analytical and problem solving skills
- An ability to utilize critical thought process in assessing issues and recommending solutions
- Advanced proficiency in MS Excel, Word, Powerpoint and Outlook
- Previous experience with PACS, RIS systems preferred but not a required

PLEASE SEND YOUR RESUME AND COVER LETTER INDICATING SALARY EXPECTATIONS

TO JOBS.TORONTO@MEDISYS.CA

PLEASE INDICATE THE POSITION TITLE IN THE SUBJECT LINE.

We wish to thank all applicants in advance for their interest; however, only those who will be considered for an interview will be contacted. Please note that the masculine gender is only used to simplify the text. Medisys is an equal opportunity employer.