



WESTERN CHILD AND ADOLESCENT HOSPITAL

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons for the position of:

TECHNICAL ASSISTANT (RADIOLOGY) (HTAC/HT 1)

Two (2) Positions

(Salary Scale \$1,792,163 - \$2,130,319 per annum)

The **Western Child and Adolescent Hospital**, under the Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ two (2) **Technical Assistants (HTAC/HT 1)**. Under the supervision of the Medical Imaging Practitioner, the Technical Assistant (Radiology) (HTAC/HT 1) assists with the smooth and efficient flow of the Department's daily operations by performing clerical, administrative, data entry tasks, and preparing the clinical environment for procedures.

RESPONSIBILITIES:

- Manages the appointment schedule, including booking, confirming, and rescheduling patient appointments via phone and in-person.
- Handles patient registration, accurately updates patient demographics, and maintains both digital and physical patient records with strict adherence to confidentiality protocols.
- Assists with answering inquiries and providing clear, non-clinical instructions.
- Assists with coordinating with other departments, such as portering services, wards, and the records office, to ensure the timely and efficient movement of patients and information.
- Assist with managing the inventory of administrative supplies, placing orders as needed.
- Operates the Radiology Information System (RIS) and Picture Archiving and Communication System (PACS) to manage patient worklists, process digital images, and ensure they are correctly labelled and available for review.
- Assists with preparing, printing, and emailing finalised reports and image files to referring physicians or other facilities as directed.
- Performs routine checks on imaging and administrative workstations.
- Performs basic troubleshooting for common issues with printers and workstations, and reports any unresolved IT faults or system errors to the appropriate personnel.
- Ensures that all imaging rooms, waiting areas, and changing rooms are kept clean, tidy, and well-stocked with necessary linens and supplies.
- Assists the technical staff in preparing and setting up non-specialised imaging equipment and accessories before procedures.
- Monitors levels of essential departmental supplies and reports shortages to the supervisor to ensure continuous availability.
- Provides comfort, reassurance, and assistance to patients in the waiting area and helps prepare them for their examination by providing gowns and instructions.
- Assists in preparing examination rooms. This includes verifying that patient screening and consent forms are accurately completed and setting up necessary supplies.
- Adheres to basic radiation safety protocols as directed, such as ensuring restricted access to examination rooms during procedures.
- Assists with patient transfers, helps position patients for imaging as instructed, and provides non-clinical support during procedures by passing supplies or offering reassurance.
- Performs any other duties within the span of control of the post and as determined by the exigencies of the service.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond normal working hours, weekends and public holidays.
- Available to work during special events and disease outbreak.

QUALIFICATION & EXPERIENCE:

- A minimum of four (4) CSEC subjects, including Mathematics/Accounts, English Language, and at least one Science subject (e.g., Human & Social Biology, Physics, Biology).
- A minimum of one (1) year of experience in a similar capacity would be an asset.

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Excellent interpersonal skills.
- Ability to establish and maintain satisfactory working relationships with a wide cross-section of professionals and organizations.
- Excellent time management skills.
- Excellent communication skills.

Application letter along with a detailed resume should be sent no later than

September 30, 2026 to:

**Manager, Human Resource Management and Development
Cornwall Regional Hospital**

P.O. Box 900

Mt. Salem

Montego Bay, St. James

Email: wcahjobs@wrha.gov.jm

ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED