

POSITION OVERVIEW

Job Title: Change Specialist
Business Title: *Enterprise Readiness Specialist*
Job Code: CHNGSPEC
FLSA Status: Exempt
Department: People & Culture
Reports to: Manager, Enterprise Readiness
Location: Remote, USA
Draft Date: April 10, 2025
Revision Date: June 15, 2026
Approved By: Tara McKennie
Role: Individual Contributor

POSITION SUMMARY

The Change Specialist plays a key role in executing change management strategies to ensure the successful adoption of new technologies, workflows, and processes. This role collaborates with radiologists, operations teams, and cross-functional stakeholders to assess impacts, address concerns, and align initiatives with the Practice's objectives. By driving large-scale implementations, developing educational materials, and leveraging data-driven insights, this position helps drive seamless transitions in a fast-paced, results-driven environment. A focus on risk mitigation and continuous improvement ensures long-term value creation and operational excellence.

POSITION DUTIES AND RESPONSIBILITIES

- Drive the implementation of change management plans to support smooth adoption of new technologies, workflows, and processes
- Collaborate with radiologists, operations teams, and cross-functional stakeholders to assess impacts, address concerns, and promote adoption of change initiatives
- Lead coordination of practice-wide implementations, ensuring alignment with organizational goals and performance expectations
- Develop materials such as playbooks, process maps, and enduring education resources to facilitate clear and consistent messaging on organizational changes
- Utilize feedback mechanisms, surveys, and adoption metrics to measure change effectiveness and adjust approaches for optimal outcomes
- Identify resistance points and create education materials to support leaders in overcoming barriers to change
- Evaluate past initiatives to refine future change management strategies, driving continuous improvement and long-term success
- Travel up to 20-25%

REQUIRED QUALIFICATIONS

- 3-5 years of experience in Change Management, Organizational Development, or Project Management
- Strong understanding of project and change management principles and ability to coordinate multiple initiatives in a performance-driven landscape
- Excellent communication and facilitation skills with a track record of supporting broad-scale business objectives
- Ability to utilize data to inform decision-making in a metrics-focused environment

DESIRED EDUCATION/EXPERIENCE

- Bachelor's degree in Business, Organizational Development, Healthcare Administration, or a related field
- Certification in Change Management or PMP is a plus

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to influence change across diverse teams in a complex, matrixed organization with multiple stakeholder groups
- Experience working in a fast-paced environment with a focus on long-term growth and operational efficiency
- Knowledge of radiology workflows, imaging systems (PACS, RIS), and clinical processes
- Strong adaptability and resilience in an evolving corporate landscape

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

☐ Never ☒ Occasionally ☐ Constantly

Moving self in different positions to accomplish tasks in various environments .

☐ Never ☒ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☒ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☒ Occasionally ☐ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☐ Occasionally ☒ Constantly

Operating machinery and/or power tools.

☒ Never ☐ Occasionally ☐ Constantly

Operating motor vehicles or heavy equipment.

☐ Never ☒ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☐ Occasionally ☒ Constantly

Environmental Conditions

Low temperatures.

☒ Never ☐ Occasionally ☐ Constantly

High temperatures.

☒ Never ☐ Occasionally ☐ Constantly

Outdoor elements such as precipitation and wind.

☐ Never ☒ Occasionally ☐ Constantly

Noisy environments.

☒ Never ☐ Occasionally ☐ Constantly

Hazardous conditions.

☒ Never ☐ Occasionally ☐ Constantly

Poor ventilation.

☒ Never ☐ Occasionally ☐ Constantly

Small and/or enclosed spaces.

☐ Never ☒ Occasionally ☐ Constantly



No adverse environmental conditions expected.

☐ Never ☒ Occasionally ☐ Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☒ Constantly

Light work that includes moving objects up to 20 pounds.

☒ Never ☐ Occasionally ☐ Constantly

Medium work that includes moving objects up to 50 pounds.

☒ Never ☐ Occasionally ☐ Constantly

Heavy work that includes moving objects up to 100 pounds or more.

☒ Never ☐ Occasionally ☐ Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date