

## **Occupational Therapist – Registrar**

The College of Occupational Therapists of Nova Scotia regulates the profession to ensure the public receives safe, effective, and ethical occupational therapy services.

The College is seeking applications from occupational therapists for the position of Registrar. Reporting to the Board of Directors, the Registrar is the Executive Director and is responsible for all management and operational functions and duties of the College in accordance with the *Occupational Therapists Act*, Regulations, and policies. The Registrar provides leadership and support to the Board, its committees, and registrants to implement the strategic priorities of the College. The major responsibilities of the Registrar include:

- Manage the College’s registration process in accordance with *the Fair Registration Practices Act* and the *Occupational Therapists Act*;
- Facilitate the development, implementation, and evaluation of all College committees and programs;
- Facilitate the development of practice standards, guidelines, policies and procedures, and discussion documents;
- Oversee the College’s financial affairs and administer the budget in a cost effective manner;
- Assist with the development, implementation, and evaluation of the Continuing Competence Program;
- Coordinate and oversee the complaints and disciplinary process of the College in accordance with the *Occupational Therapists Act*;
- Work collaboratively with regional, provincial, and national organizations, partners, and stakeholders;
- Provide education and support to registrants.

## **Qualifications**

- Bachelor or Master’s degree in Occupational Therapy or acceptable equivalent from a recognized University;
- Eligible for registration with the College of Occupational Therapists of Nova Scotia;
- Minimum five (5) years’ experience in occupational therapy roles;
- Preference will be given to experience in professional practice leadership, program development, or administrative roles;
- Excellent written, verbal, and presentation skill;
- Travel both within and outside the Province is required.

This is a full time position and will be based out of Halifax. The Registrar will have flexibility in structuring their time to meet the needs of the College and its committees. The College offers a competitive salary, benefits, and support for continuing professional development.

Salary Range: \$75,000 - \$80,000

Interested candidates should apply in writing to:

Jenn MacKay-Myra  
Administrative Manger  
College of Occupational Therapists of Nova Scotia  
380 Bedford Hwy, Suite 203  
Halifax, NS B3M 2L4  
admin@cotns.ca

Deadline for applications: **February 8, 2018**