

Opportunity Profile

Full Time Temporary Director, Policy & Practice

The Opportunity

The Alberta College of Occupational Therapists (ACOT) is seeking a full-time registered occupational therapist with expertise in practice advice and continuing competence in a regulatory environment for a temporary 18-month contract. This is a backfill position for the current Director, Policy & Practice who will be seconded to work on projects relating to updating ACOT's Standards of Practice, Code of Ethics and Bylaws as required by the *Health Statutes Amendment Act*.

Reporting to the CEO and Registrar, the Director, Policy & Practice is responsible for:

Continuing Competence Program: Through membership in the Council on Licensure, Enforcement and Regulation (CLEAR) and the Continuing Competence Interest Group of the Alberta Federation of Regulated Health Professions and other similar organizations, stays abreast of current trends and research in the continuous learning field. Monitors and evaluates the ACOT continuing competence program and makes recommendations to the CEO and Registrar/Council regarding improvements. Ensures registrations and renewals are supported by appropriate continuing competence activities.

Practice Advisor: is a resource to registrants, offering professional practice guidance on matters related to regulation.

Council Support: Provide research on best practices in regulation as well as providing support and guidance to Council and Council Committees as assigned by the CEO and Registrar.

Projects: Undertakes projects as assigned by the CEO and Registrar and/or Council in alignment with the Strategic Plan.

Key Responsibilities

- Monitor and support registrant compliance with continuing competence program requirements.
- Continuing competence program review and evaluation.
- Interact with registrants to answer questions about professional practice as it relates to interpretation and application of ACOT's Standards of Practice, Code of Ethics and other public protection legislation.
- Keep informed about emerging practice trends.
- Liaise with and provide presentations to committees and key stakeholders about applicable legislative, educational, professional and other organizations (e.g., database developer) related to continuing competence program.
- Maintain current knowledge of trends in legislation and possible changes affecting regulation in general.

- Assist with the planning of key activities to operationalize the strategic plan.
- Assist other College staff with other projects as needed as it pertains to continuing competence and practice support.
- Prepare reports, briefings and responses for Council.
- Liaise with and provide support to regulatory and ad hoc committees, as required.
- Supports internal and external College and Council communications.
- Co-produce and maintain regulatory and companion documents related to the Standards of Practice, Code of Ethics, jurisprudence and practice guidance.
- Recognizes and escalates issues appropriately to the CEO and Registrar.

Key Competencies

- Demonstrated ability to exercise judgment in decision-making.
- Strong interpersonal and communication skills, both orally and in writing, to effectively advise regulated members, Council and the public.
- Demonstrated initiative and ability to identify opportunities for improvement.
- Proven critical-thinking skills.
- Strong research and analytical skills.
- Proven ability to work collaboratively within a team balanced with self direction to work independently.
- Appreciation of the importance of accuracy and attention to detail.
- Ability to adjust and adapt to ever-changing needs and handle multiple tasks efficiently with a high degree of personal initiative.

Knowledge and Experience

- Advanced knowledge of regulatory procedures and processes normally associated with a minimum of five years of working experience in a similar capacity.
- Experience working within the health, social and/or education systems in Alberta.
- Understanding of anti-racism, inclusion, and cultural safety as they apply to ACOT Standards of Practice, Code of Ethics and OT professional practice.
- Well versed in a variety of computer/online software applications – e.g., MS suite, Office 365, databases, etc.
- Above average oral and written communication skills required.
- Post-secondary education in occupational therapy required. Additional graduate level education is desirable.
- Equivalencies may be considered.

Location

This is a work-from-home position available to registered OTs residing anywhere in Alberta. Occasional travel may be required.



General

ACOT is an engaging learning organization that values professional development as this supports the growth of our organization.

We are committed to creating a positive, inclusive and barrier-free environment where everyone, from any background, can do their best work. We welcome those who contribute to further diversifying our staff, including but not limited to, people who identify as Black, First Nations, Métis, and Inuit, racialized, persons with disabilities, and persons of any age, sexual orientation or gender identity. ACOT will work with the appropriate parties to ensure that accessibility is a reality for all.

If you are interested in this position, please submit your cover letter and resume to registrar@acot.ca by Wednesday February 24, 2021. Questions about this position may be submitted to registrar@acot.ca.