

## **Contract Opportunity Profile Part Time Temporary Practice Advisor**

### **The Opportunity**

The Alberta College of Occupational Therapists (ACOT) is seeking a 0.6 FTE registered occupational therapist for a temporary contract position starting in April 2023 and ending February 28, 2024.

### **Key Responsibilities**

- Monitor and support registrant compliance with continuing competence program (CCP) requirements.
- Support CCP 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.
- Liaise with and provide presentations to committees and key partners about ACOT's CCP.
- Assist other College staff with other projects as needed as it pertains to complaints, continuing competence and practice support.
- Prepare reports, briefings and responses for Council.
- Support internal and external College and Council communications.
- Recognizes and escalates issues appropriately to the CEO and Registrar.

### **Key Competencies**

- Knowledge of the *Health Professions Act; Occupational Therapists Profession Regulation; ACOT's Standards of Practice and Code of Ethics*; other public protection legislation.
- 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.
- Strong research and analytical skills.
- Proven critical-thinking 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**

- Five years experience as a registered occupational therapist.
- Experience in the field of health profession regulation is desirable. Equivalencies may be considered.
- Experience working within the health, social and/or education systems in Alberta.
- Understanding of anti-racism, inclusion, and equity 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.

## **Location**

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

## **General**

This is a contract position, and the successful candidate will be responsible for submitting invoices for payment as well as handling their own source deductions to Revenue Canada.

ACOT is 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](mailto:registrar@acot.ca) by Monday March 6, 2023. Questions about this position may be submitted to [registrar@acot.ca](mailto:registrar@acot.ca).