



Associate – College Executive Office and ACOTRO Full-time, Permanent

The College of Occupational Therapists of Ontario is seeking a full-time associate. This is a shared role with the College of Occupational Therapists of Ontario and the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). The position will report to the Deputy Registrar of the College of Occupational Therapists of Ontario and the Substantial Equivalency Assessment System (SEAS) Manager for ACOTRO.

The College of Occupational Therapists of Ontario is the regulatory body for occupational therapists (OTs) in Ontario. We work to protect the public by setting standards and developing programs that support safe, professional and effective practice by OTs. We also investigate inquiries, complaints, and reports from the public about our registrants.

The Association of Canadian Occupational Therapy Regulatory Organizations is the national organization of occupational therapy regulators in Canada. ACOTRO's ten provincial members protect the public by regulating the practice of occupational therapy in their respective provinces as well as provide guidance and information to occupational therapists seeking information on how to register in Canada.

Under the supervision of the College's Deputy Registrar, the associate is responsible for providing program, project and committee support. Under the supervision of the SEAS Manager, the associate will provide administrative and program support, including maintaining applicant files and supporting the review process for applicant submissions.

COLLEGE OF OCCUPATIONAL THERAPISTS OF ONTARIO KEY FUNCTIONS AND RESPONSIBILITIES

PROGRAM SUPPORT

Supports College initiatives to build engagement. At the direction of the Deputy Registrar, accountabilities include: providing day-to-day support to the Deputy Registrar, such as maintaining schedules and calendars; coordinating travel arrangements, drafting and reviewing correspondences, reports and presentation materials; monitoring emails and reviewing incoming materials; and maintaining data regarding the Deputy Registrar's expenditures.

COMMITTEE, SUBCOMMITTEE AND WORKING GROUP SUPPORT

Provides administrative support for Committees, subcommittees and working groups as needed. Accountabilities include: scheduling meetings, preparing meeting materials, taking minutes.

GENERAL SUPPORT FOR THE EXECUTIVE OFFICE

Provides general support to the Executive Office as needed. Accountabilities include: assisting the Executive Assistant (EA) of the Executive Office during peak periods to prepare materials for meetings; setting up meetings and teleconferences; providing back

up coverage; and working with the EA on Executive Office activities, initiatives and projects.

DATA ANALYSIS AND INTERPRETATION

Supports the data collection processes, ensuring accurate and timely data entry and audit, in compliance with regulations, standards and guidelines.

PROJECT MANAGEMENT

Participates in program and College-wide ongoing and special projects, bringing skills and expertise and working with the project team toward the achievement of goals and objectives.

TEAMWORK AND COLLABORATION

Supports Executive Office and College colleagues to achieve College goals and objectives.

ASSOCIATION OF CANADIAN OCCUPATIONAL THERAPY REGULATORY ORGANIZATIONS KEY FUNCTIONS AND RESPONSIBILITIES

ACOTRO - SEAS SUPPORT

Provides general support to the SEAS program of ACOTRO. Under the direction of the SEAS Manager accountabilities include: acting as a point of contact for applicants; preparing applicant correspondence and documents; coordinating committee member per diems, stipends and expenses; assisting with the preparation of case reports/files for meetings; scheduling and coordinating SEAS meetings; maintaining calendars; and records preparations and minute keeping.

ACOTRO - SEAS – PROGRAM SUPPORT

Under the direction of the SEAS Manager accountabilities include: coordinating assessments and venues; maintaining assessment calendar; compiling and maintaining SEAS office and applicant files; supporting the credentialing officer in the review of applicant submissions; assisting with payroll; performing basic accounting functions for the ACOTRO/SEAS program, as well as general office duties.

REQUIRED EDUCATION/EXPERIENCE:

- Post-secondary education in business, or related field.
- 3 years' full-time administrative work experience.

REQUIRED COMPETENCIES:

- Excellent oral, written and interpersonal communications skills and ability to communicate in a professional and engaging manner.

Associate - Executive Office and ACOTRO

- Excellent organizational abilities and time management skills, ability to work under pressure, meet deadlines, multitask and prioritize.
- Proficient in EXCEL and other Microsoft Office programs
- Strong research and analytical skills with experience preparing reports of findings (spreadsheets, etc.).
- Ability to work independently and a commitment to working cooperatively in a small team environment.
- Good judgement, initiative and discretion in dealing with sensitive issues.
- Experience with managing financial accounts
- Experience working in a not for profit, regulatory or health care environment an asset.
- Proficiency in French preferred.

Please forward your résumé and cover letter to resumes@coto.org by June 30, 2017.
Please use the subject line: Associate – College Executive Office and ACOTRO

The College thanks all applicants. Only those selected for an interview will be contacted.