



Practice Consultant

Full-Time, Permanent

ABOUT THE COLLEGE

The College of Occupational Therapists of Ontario is the regulatory organization that oversees the practice of occupational therapists in Ontario. Our job is to make sure that the public receives safe, effective, ethical care from occupational therapists.

Our mission is to protect the public through effective regulation and instill confidence and trust by ensuring occupational therapists are competent, ethical and accountable. We are Canada's largest regulator of occupational therapists and we oversee more than 6,000 occupational therapists registered here in Ontario.

Working together with the public, stakeholders, and the larger regulatory health community, we are currently working towards a new, bold vision: excellence in regulatory leadership.

POSITION SUMMARY

Reporting to the Deputy Registrar, the College is seeking an occupational therapist with diverse practical experience to work out of our downtown Toronto office. The Practice Consultant will be on a team responsible for the work of the Practice Resource program. The successful candidate will possess strong interpersonal skills, a demonstrated commitment to supporting the practice of occupational therapy, and interest in program development. They will also provide leadership in identifying key practice issues that require College discussion and action.

KEY FUNCTIONS AND RESPONSIBILITIES:

- Provide and deliver practice resource services to occupational therapists and the public, other professionals, organizations and occupational therapy students.
- Identify key practice issues that require review and action, and provide research and recommendations to the Deputy Registrar, Registrar and Council to mitigate risk and enhance practice standards and delivery for the profession.
- Develop standards, processes and policies for the Practice Resource Program, maintain policies and procedures, and provides training and updates to staff and stakeholders on new policies.
- Provide direct support to the Practice Issues Sub-committee and the working groups under their direction. Supporting the committees with recommendations and material preparation, as well as project development and provision of essential information.
- Act as a representative of the College to registrants and stakeholders.
- Participate in the drafting of documents and responses for stakeholders (e.g. the Ministry of Health, Office of the Fairness Commissioner, professional associations).
- Analyze and report trends in occupational therapy practice and provide quarterly and annual program statistics.
- Support the data collection and program evaluation process contributing to program and College continuing quality improvement initiatives and related reporting obligations.
- Provide orientation, continuing education and training to a wide variety of audiences regarding the Practice Resource program's processes and policies, remaining current with trends and developments in the field for College policy development.
- Assist with research and development of educational material for occupational therapists in the process of remedial and continuing education programs, and internal and external stakeholders.
- Contribute to the development of material for public education and outreach.

- Act as a lead and contributor to College-wide ongoing and special projects, coordinating and delivering skills and expertise, and motivating project team members toward the achievement of goals and objectives.
- Act as an occupational therapy content expert resource to program staff and committees, as appropriate.

REQUIRED EDUCATION /EXPERIENCE

- University preparation in occupational therapy
- A minimum of five years practice experience
- Registered with the College of Occupational Therapists of Ontario

REQUIRED COMPETENCIES

- Strong understanding of the Regulated Health Professions Act, 1991.
- Experience with Council or Board run organizations.
- Strong writing and proofreading skills.
- Proven verbal communication skills – ability to convey complex ideas in a simple manner.
- Proven organizational, planning, goal setting and time management skills.
- Demonstrated sensitivity to issues of confidentiality.
- Demonstrated ability to work both independently and collaboratively in a team setting.
- Ability to take initiative and lead where appropriate.
- Exceptional interpersonal skills.
- Demonstrated public speaking and presentation skills for a variety of audiences.
- Proficiency with computers and technology (e.g. Microsoft Word, PowerPoint, Excel, and Outlook).

PREFERRED EDUCATION/SKILLS

- French language proficiency
- Project management skills

COMPENSATION AND BENEFITS

The starting annual salary range for this position is \$69,950.00.

The College offers support for professional development, continuing education, and a comprehensive benefits plan with three weeks of vacation to start. Located in the downtown core, on the PATH and next to Union Station, our offices provide convenient, ideal access to transit.

We are a growing and dynamic organization with friendly, engaged staff in a collaborative work environment. The College recognizes work-life balance as fundamental to the health and well-being of its employees.

HOW TO APPLY

Please forward your resume and cover letter to resumes@coto.org by end of day Friday, April 3rd, 2020. Please quote “Practice Consultant” in the subject line and ensure that all attachments use a filename containing your name.

The College of Occupational Therapists of Ontario is an equal opportunity employer. Upon request, accommodation is available throughout all stages of the employment cycle.

We thank all applicants in advance. Only those selected for an interview will be contacted.