



## Practice Resource Liaison Full-Time

The College of Occupational Therapists of Ontario is seeking an occupational therapist with diverse practical experience, strong interpersonal skills, a demonstrated commitment in supporting the practice of occupational therapy, and interest in program development, to fill the role of the Practice Resource Liaison.

Reporting to the Deputy Registrar, the Practice Resource Liaison will be on a team responsible for managing the work of Practice Resource program including: responding to inquiries from occupational therapists and the public, other professionals, organizations and occupational therapy students; developing and implementing education services for registrants; providing support to the Practice Issues subcommittee and participating in program and policy development. This individual will facilitate and provide leadership to the ongoing development of the program, including identifying key practice issues that require College discussion and action. The Practice Resource Liaison will also participate in registrant education.

### **KEY FUNCTIONS AND RESPONSIBILITIES INCLUDE:**

- Provides and delivers practice resource services to occupational therapists and the public, other professionals, organizations and occupational therapy students.
- Identifies key practice issues that require review and action, and provides research and recommendations to the Deputy Registrar, Registrar and Council to mitigate risk and enhance practice standards and delivery for the profession.
- Develops standards, processes and policies for the Practice Resource, maintains policies and procedures, and provides training and updates to staff and stakeholders on new policies.
- Provides recommendations on appropriate policies and procedures for the administration of the program, and ensures that policies and procedures are developed, implemented, reviewed and revised.
- Provides direct support to the Practice Issues subcommittee and the working groups under their direction, supporting the committees with recommendations and material preparation, as well project development and provision of essential information.
- Represents the College to registrants and stakeholders, and participates on, and provides support to, committees, task forces, working groups, etc.
- Participates in the drafting of documents and responses for stakeholders (e.g.: MOHLTC, Office of the Fairness Commissioner, professional associations)

- Analyzes and reports trends in occupational therapy practice and provides quarterly and annual program statistics.
- Supports the data collection and program evaluation process contributing to program and College continuing quality improvement initiatives and related reporting obligations.
- Provides orientation, continuing education and training to a wide variety of audiences regarding the Practice Resource programs, processes and policies, remaining current with trends and developments in the field for College policy development.
- Assists with research and development of educational material for occupational therapists in the process of remedial and continuing education programs, and internal and external stakeholders.
- Contributes to the development of material for public education and outreach.
- Executes program and contributes to program and College-wide ongoing and special projects, coordinating and delivering skills and expertise, and motivating project team members toward the achievement of goals and objectives.
- Acts as 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**

- Familiarity with the *Regulated Health Professions Act, 1991*
- Experience with Council or Board run organizations.
- Strong writing and proofreading skills, including use of proper grammar, spelling, and punctuation.
- Ability to convey complex ideas.
- Proven organizational, planning, goal setting and time management skills.
- Demonstrated sensitivity to issues of confidentiality.
- Demonstrated ability to work independently and to take initiative.
- Ability to work collaboratively in a team.
- Exceptional interpersonal skills.
- Demonstrated public speaking and presentation skills for a variety of audiences.
- Computer literate (Microsoft Word, PowerPoint, Excel, and Outlook)

#### **PREFERRED EDUCATION/SKILLS**

- French language proficiency is an asset
- Project management skills

**LOCATION:** 20 Bay St, Toronto (near Union Station)

Please forward your resume to [resumes@coto.org](mailto:resumes@coto.org) by Monday, April 1, 2019

Please submit your cover letter and resume together in one document and set the file name to your name using the following structure: 'firstnamelastnamePLA', for example 'janesmithPLA' or 'johnsmithPLA'.

The College wishes to thank all applicants. Only those selected for an interview will be contacted.