

Job Opportunity Project Coordinator – Temporary position

Application deadline: November 26, 2018

Target start date: First or second week of January 2019

The College is seeking a qualified individual for a **full-time, 10 month contract (could be extended to 12 months)**, to support College staff during a maternity leave.

Summary of the position

The position will be responsible for providing support to both Deputy Registrars, in Registration and Quality Assurance, to ensure key operations of the College are being executed in accordance with legislation. The position will include policy review and development, support to the assessment of international applicants, Continuing Competence Program audit and other tasks related to the CDBC's 2018-2021 Strategic Plan. The successful candidate will work with all College staff and interact with Board & Committee members, as well as other regulatory bodies in BC and Canada.

Qualifications & Skills

- Regulatory organization experience is an asset.
- Policy writing experience is an asset.
- 3 to 5 years of dietetic experience OR appropriate knowledge of the Canadian healthcare system and the dietetics profession.
- Ability to interpret and apply legislation, College Bylaws, Standards of Practice and Code of Ethics.
- Analytical skills.
- Working at ease with technology and computer software. Proficiency in Microsoft Office.
- Excellent verbal and written communication skills.
- Ability to multi-task and prioritize.
- Attention to detail and care for accuracy.
- High capacity to deliver quality results under pressure and during times of ambiguity.
- Professionalism and good judgement.

Essential Duties included in the Position

1. Registration:

- a. Coordinate the assessment process for international applicants (communicate with applicants in a timely manner; provide required information and support; plan and prepare for academic and practical assessments). Prepare draft communications for applicants to be approved by the Deputy Registrar, based on assessment results. Develop summary assessment packages for review by the Registration Committee. Compile and maintain statistics on international applicants.
- b. Develop and/or review policies & guidelines as directed by the Deputy Registrar. Recommend appropriate changes and research best practice on relevant registration topics.

2. Quality Assurance:

Under the supervision of the Deputy Registrar-Quality Assurance:

- a. Coordinate the CCP for 2020 registration (correspond and provide support to registrants, monitor incomplete submissions). Prepare draft communications for audited registrants based on assessment & findings.
- b. Support the review and update of JED questions. Recommend appropriate changes based on yearly data available and research best practice and literature on different JED content.
- c. Review policies & guidelines and develop new ones as required. Recommend appropriate changes and research best practice on different QA topic.

3. Board & Committee:

- a. Assist both Deputy Registrars in preparing Committee meetings materials.
- b. Attend meetings and present on the work being done within the position.
- c. Complete any actions related to the duties described in the position or as directed by the Deputy Registrars.

4. Strategic Planning:

- a. As directed by the Deputy Registrars, conduct literature searches and environmental scans, review or draft documents and support any projects included in the 2018-2021 Strategic Plan.

5. Communications:

- a. In collaboration with the Executive Assistant, develop the draft content of College communications to registrants, to be revised and approved by both Deputy Registrars.

About the College

The College of Dietitians of British Columbia was established on November 2, 2002 under the Health Professions Act through enactment of the Dietitians Regulation. Under the Act, the mandate of the College is to protect the BC public by regulating Dietitians to practice safely, ethically and competently. The College is based in Vancouver, has an excellent and challenging work environment and strives for innovation, teamwork and creativity.

*If you are interested in joining our team,
please email a cover letter and a resume to jbouchard@collegeofdietitiansbc.org.*

**Please note that resumes will not be kept on file and only successful candidates will be contacted.*