



Newfoundland and Labrador Council of Health Professionals (NLCHP)  
209 Blackmarsh Road, St. John's, NL A1E 1T1  
[www.nlchp.ca](http://www.nlchp.ca)

### **Employment Opportunity - Deputy Registrar**

The Newfoundland and Labrador Council of Health Professionals (NLCHP) is a not-for-profit, independent body established by legislation under the *Health Professions Act* (2010). The NLCHP's mandate is unlike other regulatory authorities in the country in that Council works in collaboration with the health profession Colleges to register and oversee practice for multiple health professions: Audiologists, Dental Hygienists, Medical Laboratory Technologists, Respiratory Therapists, Speech-Language Pathologists, Traditional Chinese Medicine Acupuncturists and Midwives. With over 1100 registrants, the NLCHP is seeking a full time Deputy Registrar to support and further the Council's mandate.

### **Position Summary**

Reporting to the CEO and Registrar, the Deputy Registrar will have the primary responsibility for managing the registration, licensing and quality assurance processes for the health disciplines registered under the NLCHP. The Deputy Registrar will have shared responsibility for the oversight of complaints and investigations. The position will also be responsible for researching information pertaining to licensing and regulation, health policy review and development and quality assurance processes as directed by the CEO and Registrar. Coordination of the registration database and participation in the development and maintenance of an on-line database is required. Some financial bookkeeping duties related to registration may also be required. Additional duties may be assigned from time to time based upon the needs of the organization.

### **Qualifications**

Bachelor's degree in a health profession preferred, though, consideration will be given to candidates with non-health care degrees and appropriate experience, Masters preferred.

The candidate should have at least 10 years' experience in a health related or professional regulatory /legal environment or have comparative administration experience/expertise with transferable skills. General knowledge regarding the health professions regulated under the *Health Professions Act* and a working knowledge of professional regulatory systems would be an asset.

The individual must have excellent writing and communication skills and the ability to research topics and prepare briefs as required. The ability to work effectively in collaboration with diverse groups of people and provide organization management leadership is required. A working knowledge of electronic information including a variety of research databases and a basic knowledge in accounting practices would be an asset.

This is a permanent full-time position. The Council offers a competitive salary on the Hay Management Scale.

Qualified applicants are invited to submit a letter of application and resume to e-mail address [alice.kennedy@nlchp.ca](mailto:alice.kennedy@nlchp.ca). The application deadline for the position is February 11, 2019.

Further information about the NLCHP can be found on the website, [www.nlchp.ca](http://www.nlchp.ca).

**We thank all applicants for their interest, however, only those selected for an interview will be contacted.**