



DEPUTY REGISTRAR

PURPOSE OF POSITION

Reporting to the Registrar/Executive Director, the Deputy Registrar is an integral member of the team of the Office of CASLPM. The Deputy Registrar will lead the implementation of CASLPM directives and provide coverage and contingency plans for the Registrar. The position supports effective and efficient database design and structures, the creation and updating of websites, and participates in the implementation and monitoring of policy.

RESPONSIBILITIES

The Deputy Registrar provides and promotes a service-oriented culture and the ongoing development of services and supports to Registrants that ensures smooth and seamless application and renewal processes.

The Deputy Registrar will provide oversight for regulatory programs, including:

- Applications, registration, and renewal
- Registrant reviews, audits, and monitoring
- Provisional Mentorship Program
- Advanced Competency Certification

Duties include but are not limited to:

- Harnessing the power of the Alinity database program to ensure efficient delivery of service to CASLPM's registrants
- Counseling and advising registrants on applications and renewals
- Maintaining documents, content, and appropriate formatting and on-site and online storage
- Preparing and distributing reports and data
- Providing effective, transparent, and clear communication between the Registrar and the Audiologists, Speech-Language Pathologists that CASLPM serves with oversight over public best interest
- Supporting the work of the Registrar with Council and committees
- Ensuring key messaging to registrants is effective, clear, and concise
- Providing support for website content and updates and communications and marketing requirements
- Working closely with the Registrar and fostering positive relationships within a small but efficient team of staff to ensure best practices are maintained and created where necessary

EXPERIENCE, KNOWLEDGE, AND SKILLS

- Experience with databases, spreadsheets, and capturing data is required
- Experience in a regulatory environment is a significant asset
- Familiarity with the *Regulated Health Professions Act (RHPA)* of Manitoba and related legislation is an asset
- Familiarity with health professions regulatory frameworks and the role of a regulatory College is an asset

PROFESSIONAL QUALITIES

- Ability to maintain a high level of accuracy and confidentiality concerning all aspects of the organization
- Excellent interpersonal skills and the ability to translate those skills into written communications
- Working knowledge of word processing, spreadsheets, and desktop publishing (Microsoft Office, Outlook, internet use and application)
- Working knowledge of CRM and databases (Alinity knowledge is an asset) and a love for data and administering process

PERSONAL ATTRIBUTES

- Sound work ethics and organizational aptitude with an appreciation for working in a small but efficient office environment
- Maintains strict confidentiality in performing all duties
- Respectful, possessing cultural awareness and sensitivity
- Flexible and works well in a collaborative environment

WORKING CONDITIONS

- The organization maintains a small core staff, and some contracted consultants and works primarily in the office Monday to Friday
- This is a full-time role with some flexibility in working hours (daily core hours to be maintained)
- Additional working hours may be required in support of registration deadlines and council meetings and are compensated as time in lieu

EDUCATION, CERTIFICATIONS, AND EXPERIENCE

- Database administration/certification and/or regulatory body experience are a requirement
- Bachelor's degree is considered an asset

COMPENSATION AND BENEFITS

- Salary range commensurate with experience
- Benefits and pension plan are under review and will be provided
- Flexible vacation plan

The successful candidate will be required to provide (at their own expense):

- Current satisfactory Police Record Check

TO APPLY

Submit your resume and cover letter to the attention of Colleen J. Braun at caslpmregistrar@caslpm.ca

