

**JOB TITLE: EXECUTIVE DIRECTOR-REGISTRAR**

Summary of Position: The Executive Director-Registrar holds primary responsibility for the operational and administrative functions of the SDTA in order to support the SDTA Council. Acts as a key resource to the Council regarding legislation, regulations, bylaws and SDTA operations. Monitors the SDTA's regulatory and operational policy frameworks to ensure currency, relevance and makes recommendations as appropriate. Remains current on developments and ensures the SDTA Council is aware of emerging trends and concerns. Maintains collaborative relations with members, dental professionals, partners, and stakeholders.

**JOB DESCRIPTION**

**Executive Director**

1. Hold the primary responsibility for the operational and administrative functions of the SDTA.
2. Support the SDTA council in its role as regulator of the profession of dental therapy.
3. Possess sound knowledge of government regulatory oversight and processes.
4. Collaborate/liaise with government agencies, fellow regulatory organizations, external organizations, including national bodies.
5. Act as key resource regarding policy, legislation, regulations, bylaws, and Dental Disciplines Act.
6. Oversee the financial management of SDTA and assess its financial efficiency and fiscal responsibility.
7. Develop written communication and presentations.
8. Oversee designing and publishing SDTA membership communications (updates/newsletters/bulletins).
9. Provide oversight to the SDTA social media platform.
10. Assist with organizing professional development events, including the SDTA conference.
11. Address all inquires from the public and/or members or refer to appropriate source.
12. Be directed by council to perform other duties as prescribed.

**Registrar**

1. Maintain a register/database of all members of the association.
2. Manage the annual license renewal process by evaluating membership applications and processing registrations and memberships of dental therapists and collect required fees.
3. Submit registrar report to all council meetings, annual general meeting and to the Ministry (according to the DDA).
4. Manage the continuing education credits process by evaluating and recording continuing education credit submissions submitted by members.
5. Record member's continuing education credits and provide updated reports 2X yearly.
6. Assist the professional conduct committee/discipline with complaints process.
7. Facilitate general mail outs of the association.
8. Act as treasurer of the association.
9. Manage the day-to-day financial affairs of the SDTA.
10. Submit treasurer report to all council meetings and annual general meeting.
11. Be responsible for payroll as necessary.
12. Prepare for financial audit.
13. Plan and organize SDTA council meetings (meeting space and preparation of agendas).
14. Work with the Secretary (designated council member) taking the minutes to ensure key issues and action items are documented.
15. Be directed by council to perform other duties as prescribed.

In order to be considered, your application must clearly explain how you meet the following qualifications:
Education
<ul style="list-style-type: none"> <li>Degree or diploma in a relevant field, including but not limited to, administration or management, health science, allied health OR an acceptable combination of education, training and/or experience.</li> </ul>
Experience
<ul style="list-style-type: none"> <li>Experience providing advice or recommendations on policy, program, or client-service related issues.</li> <li>Experience working collaboratively and building relationships with internal and external stakeholders or clients.</li> <li>Experience with Microsoft Office Suite, including MS Word, MS Access, MS Excel, MS PowerPoint.</li> </ul>
Asset Knowledge (If candidate does not have this knowledge, it will be acquired while working in the position through mentorship and on-the-job-training)
<ul style="list-style-type: none"> <li>Knowledge of the role of regulated health professions and their mandated responsibilities.</li> <li>Knowledge of government regulatory oversight and processes.</li> </ul>
Abilities and Competencies
<ul style="list-style-type: none"> <li>Effective written and oral communication skills.</li> <li>Ability to critically think to assist with sound and timely decisions.</li> <li>Ability to organize and prioritize work.</li> <li>Work effectively with others to establish and maintain good working relationships.</li> <li>Client service oriented.</li> </ul>
Conditions of Employment
<ul style="list-style-type: none"> <li>Must be bondable.</li> </ul>
Asset Qualifications
<ul style="list-style-type: none"> <li>Experience in strategic, business, or operational planning, and financial resource allocation.</li> <li>Diploma in dental therapy or working knowledge of the dental therapy profession.</li> </ul>
Working Conditions
<ul style="list-style-type: none"> <li>The work is time sensitive and complex. Decisions ranging from the routine to the critical are required on a regular basis.</li> <li>Continuous planning is required for dealing with multiple projects with competing priorities.</li> <li>Responsible to manage and maintain the office location for SDTA.</li> <li>Ability to routinely travel within the province and at times outside the province.</li> <li>Works evenings and weekends as required by circumstances.</li> <li>Ability to stay overnight when required.</li> <li>Permanent part time (15 hours per week). There is opportunity for a flexible work arrangement.</li> <li>Wage negotiable based on experience &amp; education.</li> </ul>
Interested applicants must provide:
<ul style="list-style-type: none"> <li>Cover letter</li> <li>Current resume</li> <li>List of three professional references including contact information</li> </ul>
Submit to:
<p>Saskatchewan Dental Therapists Association  Mary-Lou Sanderson  P.O. Box 360  Gull Lake, SK S0N 1A0  Email: <a href="mailto:mlsanderson@sasktel.net">mlsanderson@sasktel.net</a></p>
Deadline date for applications to be received is November 21, 2022.