



## The Office of the Provincial Paediatric Therapy Recruitment & Retention Coordinator

**Employment Opportunity** - British Columbia is seeking a new Provincial Paediatric Therapy Recruitment and Retention Coordinator (PPTRRC).

*Contract Position – 30 hours a week, one-year contract*

*May continue as PPTRRC for more than one term*

*Remuneration – Commensurate to applicant education and experience*

*Contract budget includes provisions for travel and office expenses*

### **Office of the PPTRRC Information**

The Office of the PPTRRC was created to advise government on strategies to address the issues of recruitment and retention for public sector therapists working with children from birth to age 19. Funding for the Office is provided by the Ministry of Children and Family Development, and was established in 2003. Work of the PPTRRC is directed by a steering committee composed of one representative from the Ministry of Children and Family Development, and two therapists in each of the disciplines of Occupational Therapy, Physical Therapy and Speech -Language Pathology.

### **Key Responsibilities**

- Lead the creation of an annual work plan to address recruitment and retention issues impacting therapists and employers in BC paediatric therapy settings
- Execute the work plan, and develop additional recruitment and retention strategies as required
- Lead regular meetings with the PPTRRC steering committee to seek input and collaboration regarding recruitment and retention activities
- Administration of BC's online employment resource for therapists and employers in BC paediatric therapy settings: [www.therapybc.ca](http://www.therapybc.ca). This includes activities such as keeping job postings up to date, resources current, and ensuring website is marketed provincially, nationally, and internationally
- Maintain and build a network of BC therapists working in paediatric therapy services, and keep therapists informed of the activities of the Office and of other important initiatives in paediatric therapy services

- Maintain and build a network of BC agencies that employ therapists to work with children and youth with special needs, and keep employers informed of the activities of the Office
- Communicate and collaborate with all stakeholders in BC involved in the delivery of paediatric therapy services, in particular the BC Ministries of Children and Family Development, Health, and Education. This includes formal reports as well as informal methods of communication
- Administer sub-contracts (e.g.- web support services for therapybc)

### **Skill Set**

- A degree in Occupational Therapy, Physiotherapy, or Speech-Language Pathology
- Eligible for registration in your corresponding professional licensing College
- Demonstrated knowledge of BC therapy service delivery for children and youth with special needs and their families
- Knowledge and awareness of recruitment and retention issues impacting BC agencies and therapists
- Project management experience
- Experience working in a leadership capacity with a group such as a steering committee, council or board
- Ability to communicate and collaborate with various levels of management and administration
- Ability to work independently
- Highly developed interpersonal skills; demonstrated presentation skills

### **Considered an Asset**

- Ability and comfort utilizing various forms of technology to communicate, collaborate, and facilitate education opportunities

### **Note**

- A degree of travel is expected in this position. Participation in job fairs, meetings, and other work related to recruitment and retention often requires travel both within and outside of BC
- Location of the Office of the PPTRRC is open to any community in BC; however, proximity to an airport is recommended

### **How to Apply**

Please forward a cover letter, resume, and a list of three references via email to [consultant@therapybc.ca](mailto:consultant@therapybc.ca), subject line: PPTRRC position. **Application deadline is March 5<sup>th</sup>, 2012.** Please note that only those candidates selected for interviews will be contacted.