

Employment Opportunity: Professional Practice Advisor

The Saskatchewan College of Occupational Therapists (SCOT) is currently recruiting for the position of Professional Practice Advisor.

Job Summary

The role of the Professional Practice Advisor is grounded in regulation and focuses on sourcing and providing information to the public and members with respect to legislation and regulations, standards of practice, code of ethical conduct, advisory statements, practice guidelines, and current best practices as per the literature.

The Professional Practice Advisor is responsible for:

- Assisting members to engage in the Continuing Competency Program and assisting with the evaluation and refinement of the program, including development of jurisprudence exams and mandatory continuing competency education.
- Providing advice and resources to the public and members related to professional obligations and occupational therapy practice; maintaining confidentiality as the situation dictates.
- Leading member audits of the Continuing Competency Program in conjunction with the Executive Director/Registrar and the continuing competence committee.
- Considering the needs of the public and members in the future development of professional and public resources relevant to the regulation of occupational therapy practices in Saskatchewan.
- Contributing to the ongoing strategic and business planning activities of the organization especially as related to professional practice, member competency, and member engagement. This includes supporting relevant SCOT committees.
- Engaging with a diverse range of occupational therapists to assist with understanding of common and best practice in various areas of Occupational Therapy.
- Managing relationships with the membership related to professional practice.
- Researching and developing policies related to the professional practice of occupational therapists.
- Responding to inquiries pertaining to scope of practice and the standards of practice of occupational therapists.

Accountability

The Professional Practice Advisor reports directly to the Executive Director/Registrar of the SCOT.

Hours and Compensation

The Professional Practice Advisor position is considered a permanent, flexible 0.5 FTE position. Flexible working days, to be determined in consultation with a successful candidate.

There are no specific hours set for this position, as it will be dependent upon the needs of the public and membership. However, it is expected that questions will be responded as determined by policy and resources will be developed appropriately to meet the needs of the public, the members, and the SCOT. Scheduled meetings with SCOT staff and committees must also be accommodated.

It is expected that the employee will work remotely, and limited administrative support will be provided by SCOT.

Compensation (0.5FTE)

- \$52,000 per year; consistent salary will be paid biweekly and will align with details agreed upon in letter of offer.
- 6% of salary toward self-managed RRSP.
- Comprehensive benefits, including competitive vacation leave.

Performance Review

Performance Review(s) will be conducted annually or more frequently as requested by the Professional Practice Advisor, Executive Director/Registrar, or SCOT Council. They will be completed by the Executive Director/Registrar with objective performance measure utilized.

Job Requirements

- Contribute to all aspects of the Continuing Competency Program including management of the program information on the SCOT website, responding to member questions regarding completion of the requirements, assisting with the annual audit process, developing member surveys, and developing annual Continuing Competency Program reports.
- Utilize legislative documents, research, and best practice to provide practice-related advice and resources to the public and members.
- Perform basic literature reviews and environmental scans.
- Provide sound and strategic advice on emerging issues with an understanding and sensitivity to the professional environment.
- Identify trends in Occupational Therapy practice and health service delivery.
- Establish and maintain communication and collaboration with external organizations.
- Actively participate in working groups and support SCOT committees in developing strategies and policies to address practice issues, including the development of practice standards.

- Develop resource materials, professional development opportunities, and contribute to the development and management of activities that support and enhance safe, ethical, and effective regulation of occupational therapy practice in Saskatchewan
- Develop communication and key messages about professional obligations.
- Contribute to the ongoing development and implementation of SCOT's strategic plan in areas involving occupational therapy practice.
- Engage membership through regular emails, webinars on relevant practice topics, additions to the SCOT website, and other practice-related articles.
- Provide formal reports to the Executive Director/Registrar and Council and contribute to the development of the Annual Report with respect to practice-related issues.
- Support and enhance the development and evolution of this role and other roles with SCOT.

Skills and Qualifications

- Practising membership and licensure with SCOT is required.
- Membership with Canadian Association of Occupational Therapists (CAOT) and CAOT-SK is required.
- Regulatory experience is an asset.
- Post graduate education/experience in occupational therapy, rehabilitation science or a related field is considered an asset.
- Solid understanding of applicable legislation, clinical practice, standards of practice, and related professional obligations.
- Strong conceptual and analytical skills.
- Ability to network appropriately to access current practice information from within the field of occupational therapy and the regulatory community.
- Effective written, verbal, and nonverbal communication skills.
- Strong organizational skills.
- Ability to work flexible hours.
- Self-motivated, independent worker who can also collaborate in a team environment.
- A strong focus on public and member engagement.
- Maintain objectivity and focus on professional obligations required by legislation, standards of practice, code of ethical conduct, confidentiality, and practice guidelines of the SCOT.
- Experience with Microsoft Office is required. Ability to use remote communication platforms and electronic databases is also an asset.



SCOT

Saskatchewan College of
Occupational Therapists

To Apply

Interested candidates are invited to send a cover letter and resume to Sherry Just at ed@scotsk.ca by **October 10, 2025**.

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

Equity, Diversity, and Inclusion

SCOT is committed to fostering a workplace environment that is diverse, inclusive, and accessible. We welcome applications from individuals of all backgrounds, identities, and lived experiences.

Accommodations are available upon request in all aspects of the recruitment and selection process. Candidates may contact us at ed@scotsk.ca to make an accommodation request.