



COLLEGE OF COUNSELLING  
THERAPISTS OF NEW BRUNSWICK

COLLÈGE DES CONSEILLERS/  
CONSEILLÈRES THÉRAPEUTES  
DU NOUVEAU-BRUNSWICK

## CCTNB REGISTRAR

**Job Type:** Part time, Permanent (10-15 hours per week), with the possibility to be full-time

**Start Date:** January 1, 2018

**Languages:** Fluency in both English and French

**Positions Available:** 1

**NOC Job Title:** Registrar, College

**Expires in 30 days**

### **Job Description**

The College of Licensed Counselling Therapists of New Brunswick is seeking a bilingual Registrar. **Candidate must be an LCT member of CCTNB.**

### **The Registrar-must possess the following qualifications:**

- Experience with bookkeeping and data entry, management and human resources
- Be a competent user of Microsoft Word, Excel, Internet and E-mail
- Fluency in English and French is a must (An Oral Proficiency Interview (OPI) may be requested)

### **The Registrar will:**

- Be a Licensed Counselling Therapist (LCT) in good standing with the College of Counselling Therapists of New Brunswick (CCTNB).
- Oversee processes connected with the registration of Counselling Therapists applying to the College.
- Receive, date and track all applications for membership in the College.
- Update all payments on all fees submitted by membership applicants.
- Date, track and respond to inquiries from potential members quickly and accurately in the language of the applicant's choice.
- Prepare all applicant files for the committee, translate non-official documents to French or English as necessary, and liaise with the Board of Directors of the College.
- Ensure the integrity, accuracy, and security of the records of current and former members as well as records pertaining to College business.
- Be responsible for leading and implementing processes related to the professional association and professional College accountabilities for the registration of Counselling Therapists and other members.

The College of Licensed Counselling Therapists must maintain excellent relationships with the Provincial Government and the Registrar role is an important part of maintaining these relationships.

**In order to be successful in this position, you must possess the following skills:**

- Excellent interpersonal, verbal and written communication, critical thinking and problem-solving skills.
- Strong administrative and organizational skills with experience in project management.
- Excellent collaborative practice, team and facilitation process skills.

**You should also:**

- Complete tasks quickly, accurately and with great attention to detail.
- Have a strong commitment to quality and deadlines.
- Be self-motivated and able to multi-task.
- Be a team player and able to work independently.
- Be legally eligible to work in Canada.

**Experience with the following is considered an asset:**

- Experience in client service is an asset, as you will be a key point of contact for the College, potential members and the College Board of Directors.
- Experience in the field of regulation, implementing legislation, working with boards and volunteers are strong assets.
- Experience with classification in a registration system.
- Experience with accurate translation of documents from English to French and vice versa.
- Accounts Receivable and Payable experience.
- Knowledge of online application procedures and website updates.
- Adhere to the Standards of Practice and Code of Ethics for Licensed Counselling Therapists.

Until a permanent office is established, the registrar will work out of their own home or business office.

To apply, please send the following information to Nicole Richard by e-mail at [info@cctnb.ca](mailto:info@cctnb.ca)

1. Resume (include the competencies/experience you possess to fulfill requirements)
2. Cover letter, include answers to the following questions:
  - What interests you about this position?
  - What key attributes should a candidate possess to be exceptional in this position?

Only applications that include all of the information requested above will be reviewed.

The College greatly appreciates the interest of all applicants, however, only those selected for the short list will be contacted. References may be requested at some point in the interview and selection process.