



Registrar Opportunity

College of Dental Hygienists of Manitoba

The Company:

The College of Dental Hygienists of Manitoba (CDHM) is the self-regulating body for the profession of dental hygiene in Manitoba. Mandated by the provincial government, and governed under the Dental Hygienist's Act and Regulations, the College exists so that the public receives safe, competent and ethical dental hygiene care that contributes to their oral and overall health. The College will become regulated by the Regulated Health Professions Act (RHPA) and works closely with Manitoba Health towards this transition. Currently in its 9th year of operations, the CDHM is an established organization working under the Policy Governance® Model.

The Opportunity:

Reporting to the Chair, and accountable to the Council of CDHM, the **Registrar** will be responsible for the leadership of the organization, including directing and managing the affairs in conformity with the legislated mandate and policies set by the strategic plan. This collaborative leader will ensure all registered dental hygienists practice in a safe and competent manner, subsequently safeguarding the public. S/he will meet and exceed requirements of the regulations, by-laws and policies which govern registration and continuing competency. This visionary individual will recognize the importance of political climate, building meaningful relationships with Council, strategic allies and decision makers alike.

Key Responsibilities:

- Ensure registrants practice safely and skillfully, managing the Complaints Committee, Board of Assessors, Continuing Competency and Inquiry Committee to provide effective quality care;
- Review all complaints of any individuals working illegally, fraudulently or unprofessionally;
- Manage new applicants and oversee the annual renewal of registrants, providing communication, direction and support;
- Oversee the Continuing Competency Program (CCP), in accordance with the Dental Hygienist's Act.
- Execute the strategic plan articulated by Council;
- Ensure effective financial and administrative oversight, including the development of a multi-year financial plan, forecasts, and policies maximizing financial resources;
- Act as an advocate for CDHM in the external arena, promoting the organization's values to the public, registrants, government, and other stakeholders in response to emerging issues;
- Build strong working relationships with stakeholders at all levels; and
- Manage CDHM staff, maintaining and enhancing individual and operational performance.

Selection Criteria:

- Presently registered or eligible to be registered in Manitoba as a practicing dental hygienist;
- Progressive and collaborative approach to leadership;
- Experience with Board of Directors is preferred;
- Strong financial acumen, with financial planning and budgeting skills;
- Strong interpersonal and networking skills, with the demonstrated ability to connect with both CDHM members/staff and act as an advocate on behalf of members to the general public;
- Self-starter, tech savvy individual with strong organizational and administrative skills;
- Noted volunteer experience and community involvement;
- Exceptional communication and presentation skills; and
- Resilient individual who thrives in a busy environment and stays calm under pressure.

Make a lasting impact in the Dental Hygiene profession!

*Individuals interested please forward a resume and cover letter in confidence to **Jen Iskierski** at jen@harrisleadership.com quoting project #18109*