

ACOTRO Job Posting

Position Title:	SEAS Competency Assessor
Start Date:	March 1, 2018
Terms:	Must be willing to conduct up to 4 assessments monthly
Remuneration:	Flat rate of \$540 per assessment plus expenses where required such as travel, accommodation, meals according to SEAS expense policy
Reporting to:	SEAS Manager
Location:	Positions available in Vancouver
Application Deadline:	December 4, 2017

Background

The Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) is the national organization of occupational therapy regulators in Canada. Our goal is to promote consistency and excellence within the occupational therapy regulatory environment across Canada. Our ten members work to protect the public by fulfilling their statutory mandate to regulate the practice of occupational therapy in their respective jurisdictions.

In a Pan-Canadian initiative, ACOTRO developed a national assessment system for internationally-educated occupational therapists seeking to register for practice in Canada. The system – the Substantial Equivalency Assessment System (SEAS) – aims to determine the extent to which the education and competencies of an internationally-educated occupational therapist is substantially equivalent to those of a Canadian-educated graduate. SEAS was launched on May 1, 2015.

SEAS process includes five components:

- a. An Academic Credential Assessment
- b. A SEAS Readiness Language Assessment to determine if the applicant is sufficiently proficient in either English or French to complete the SEAS process
- c. A Profession-Specific Credential Assessment (Curriculum and fieldwork review)
- d. A Jurisprudence Knowledge Assessment Test
- e. A competency assessment in the form of a day-long, in-person interview

The results of these five SEAS components collectively help ACOTRO determine if the applicant has met the requirement of substantial equivalence.

General Responsibilities

ACOTRO seeks Competency Assessors to conduct interview-style competency assessments with internationally-educated occupational therapists, and to prepare necessary competency reports. Assessments comprise an estimated 6.5 hour in-person interview, along with some preparatory activities and post-assessment reporting.

The Competency Assessors will be provided with in-depth training. The assessors are also supported by the SEAS staff, a variety of resources and competency assessment development.

Detailed Responsibilities

- Conduct the Competency Assessment following the standardized assessment protocol, policies and assessor resources
- Develop and submit a comprehensive, objective and accurate assessment report
- Conduct assessments via a Mobile Assessment Tool
- Participate in training and meetings as required

Qualifications

Assessors must:

- Have practiced as an occupational therapist (OT) for a minimum of seven years
- Hold seven years unrestricted OT registration with an OT regulatory body
- Hold a current certificate of registration with the college in his/her jurisdiction with no terms, limits or conditions
- Have no prior history with a regulatory body that resulted in a decision made by the regulatory body or representing committee other than a decision to take no action.
- Be current with provincial regulatory College's quality assurance/continuing competence requirements
- Be willing to complete up to 4 assessments a month;
- Have several years experience working with an ethnically diverse clientele
- Several years experience with interviewing for the purposes of evaluation and/or conducting assessments

Required Skills

All Competency Assessors will demonstrate:

- Exceptional interviewing and assessments skills
- An ability to follow a standardized process
- Solid cross-cultural communication skills

- Solid understanding of professional standards of practice and applicable legislation and regulations
- Exceptional written and verbal communication skills
- Extensive experience in report-writing
- Solid understanding of principles of fairness, impartiality, objectivity and transparency
- Solid skills in critical thinking, objective non-biased reasoning and applying standard criteria
- Attention to detail and analytical skills
- Proficiency in computer skills
- An ability to work independently and with remote team members
- Willingness and ability to travel within and outside the province
- Flexibility and openness to adapt to the needs of an evolving organization
- Sound decision making skills
- Familiarity with, and understanding of, the Essential Competencies of Practice for Occupational Therapists in Canada (3rd edition)

Additional Assets

- Fully bilingual (written and spoken fluency) in English and French

How to Apply:

1. Send cover letter and curriculum vitae via **email only** by 5:00 pm eastern December 4, 2017 to seas.manager@acotro.org
2. Put the words: **SEAS Competency Assessor**, and your **last name**, in the subject heading of your email.

ACOTRO will try to acknowledge all applications. However, only those short-listed will be notified for a possible interview.

Successful applicants must be available for training and a workshop tentatively scheduled for March 1 – 3, 2018, to be held in Toronto, Ontario. In addition, a webinar will be scheduled for early 2018 to introduce the SEAS program.

For more information on ACOTRO, and the Substantial Equivalency Assessment System, please visit www.acotro-acore.org.