



Job Posting

Position: Practice Advisor (part-time)

About the NSCDN

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) regulates dietitians and nutritionists in Nova Scotia. The College is led by its Registrar and Executive Director and governed by a Board of Directors comprised of both dietitians and government-appointed public members. Operating under the Dietitians Act, the NSCDN serves and protects the public interest by safeguarding and supporting safe, ethical, and effective dietetic practice.

The NSCDN values diversity, equity, and inclusion and actively seeks to create workplace where everyone feels respected, heard, and empowered. We encourage applicants from diverse backgrounds and experiences to apply, as we believe that an inclusive environment drives innovation and excellence.

Job Summary

The NSCDN is seeking a Practice Advisor whose primary role will be to act as a resource to registrants by providing guidance on professional obligations found in legislation, regulations, bylaws, Code of Ethics, and standards of practice. The Practice Advisor will also lead and contribute to relevant projects and initiatives.

This role requires 12 hours per week and primarily involves remote work performed during business hours.

Qualifications

The NSCDN seeks a dynamic individual passionate about fulfilling the College's public interest mandate by guiding Registered Dietitians (RDs) in their professional obligations and contributing to future regulatory initiatives. The ideal candidate will possess the following:

- At least three years of recent clinical experience as a practising RD and registered with a Canadian dietetic regulatory body.
- A robust understanding of clinical practice in Nova Scotia, along with the NSCDN standards of practice, Code of Ethics, and related professional obligations.
- Exceptional organizational skills, including the ability to prioritize multiple priorities and deadlines.
- Strong interpersonal skills and excellent written and verbal communication abilities.

- Demonstrated ability to exercise sound judgment, integrity, and professionalism.
- Aptitude for providing strategic guidance on emerging issues.
- Ability to thrive under pressure and work both independently and collaboratively within a multidisciplinary team.
- Proficiency with Microsoft Office 365.

Assets

- Regulatory experience.
- post-graduate academic education in a related field.
- Experience in database systems.

Responsibilities

The Practice Advisor's key responsibilities will include:

- Working collaboratively with others, valuing diverse perspectives and experiences, and being open to feedback.
- Understanding and contributing positively to the dynamics of a small office environment, promoting a respectful and inclusive atmosphere.
- Contributing to a culturally sensitive and inclusive internal working environment.
- Providing comprehensive and accurate guidance and advice to RDs on practice-related issues (primarily by email and videoconference).
- Developing and reviewing practice support and resource materials for RDs under the guidance of the Registrar and Executive Director.
- Crafting and updating communications and key messages to registrants regarding professional obligations under the direction of the Registrar and Executive Director.
- Assisting in the development and review of NSCDN standards of practice and policies.
- Identifying practice-related issues necessitating policy development.
- Participating in interprovincial advisory meetings through a virtual platform.

Next Steps

To apply for the position, please submit your résumé and cover letter to registrar@nscdn.ca by **January 31, 2025**.

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