

## Project Coordinator

The Nova Scotia Regulated Health Professions Network (the Network) is inviting applications for an independent contractor to support the project: *Patient Access to Care – Reducing Barriers to Licensure Through Fee Waivers*.

The purpose of the Network is to foster and enable collaboration among regulated health professions in a manner that upholds and protects the public interest, through enhanced regulation by the health professions. The Network's membership includes the 22 regulated health professions in Nova Scotia.

The Project involves administering and distributing fee compensation funding to Network members to compensate for fees waived under the *Patient Access to Care Act*. The term of the contract is from January 2024 to April 2027. The Project Coordinator works remotely from a home office. Hours will fluctuate throughout the term of the project.

### **Duties and Responsibilities**

Under the direction of the executive director:

- Develops policies.
- Receives and validates invoices from Network members.
- Coordinates compensation payments and claims for funding.
- Communicates with Network members about the fee compensation process.
- Maintains a fee compensation schedule with Network members.
- Tracks and documents all requests from Network members.
- Monitors funds and trends.
- Drafts activity and financial reports.

### **Qualifications**

Undergraduate degree in business, diploma in business administration, or equivalent knowledge and skills acquired through experience.

Experience in financial management and budgeting.

Skills:

- Use of Microsoft Business - Excel/Outlook.
- Use of financial software.
- Organizational.
- Communication – verbal and written
- Dealing with secure and confidential information.

Applications are encouraged from African Nova Scotians and other racially visible persons, Indigenous/Aboriginal people, persons with disabilities and those who identify as 2SLGBTQ+.

To apply, please submit a cover letter and resume by January 5, 2024 to [office@nsrhpn.ca](mailto:office@nsrhpn.ca)