



Registered Nurses Association of the Northwest Territories and Nunavut

PO Box 2757 Yellowknife, NT X1A 2R1

Telephone: (867) 873-2745 Fax (867) 873-2336

www.rnantnu.ca

Job Title:	Registration Coordinator	Travel Required:	None
Department/Group:	RNANT/NU	Position Type:	Full-Time
Location:	Yellowknife, NT	Salary Range:	
Purpose			
<ul style="list-style-type: none"> • Reports directly to Executive Director/Registrar. • First point of contact for nurses and employers regarding nurse registration information. • Compiles and organizes all registration applications and files. • Compiles statistical data as required for internal and external reports. • Provides administrative support to the Director of Registration and Policy. • A high degree of confidentiality is required for this position. • Other related duties as needed. 			
Scope of Position			
<p>The RNANT/NU is a not-for-profit Association which has legislated responsibilities to register all nurses in the Northwest Territories and Nunavut, under a mandate of protection of the public. RNANT/NU approves nursing education programs, coordinates writing of national entry to practice exams. Another key responsibility is for professional conduct review and professional advocacy.</p> <p>The Registration Coordinator performs duties which support the ongoing day-to-day operation of the Association. This position maintains paper and computer records for approximately 1300 members as well as organizing files for various programs.</p>			
Skills and Qualifications			
<ul style="list-style-type: none"> • Minimum high school diploma with additional administrative studies, preferably an Administrative Program or Business Administrative Program. • Minimum 2 years' administrative support experience. • Working and advanced knowledge of Windows Programs – word processing, spreadsheets, database, e-mail, websites. Must be able to converse knowledgeably with computer consultants/contractors. • Work with minimal supervision. • Good communication and interpersonal skills. • Ability to time manage, multi-task, organize and prioritize own workload. • Ability to problem-solve independently within his/her scope of practice. • A satisfactory criminal records check. 			



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Duties/Responsibilities

Registration:

- Processes registration applications.
- Maintains accurate registration records in the database.
- Prepares Verification reports upon request.
- Collects & receipts fees associated with registration.
- Responds to all basic inquiries related to registration by fax, phone, email.
- Updates application packages and other relevant RNANT/NU documents annually and as needed.
- Prepares monthly registration statistics.
- Enters registration information accurately into the Register.
- Processes credit card payments including daily reporting and provision of accurate information to bookkeeper.

Entry to Practice Examinations (RN and NP)

- Processes applications of candidates and coordinates writing of the exams.
- Assists applicants with navigating the exam registration process.

Statistical Reports

- Responsible for preparing regular registration statistics and reports.
- Compiling of monthly and annual reports for territorial and national associations.
- Others as needed.

Administrative

- Support the Executive Assistant when necessary including coverage when he/she is away.
- Responds to telephone calls, faxes and email.
- Reception for clients entering office.
- Prepares correspondence.
- Updates procedure / resource manual as necessary.
- Updates website as necessary.
- Files registration documents.
- Coordinates mail outs as necessary (annual renewals, newsletters, employer surveys, etc.)



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Signature Block			
I have read and understood this job description.			
<u>EMPLOYEE</u>		<u>Executive Director</u>	
Signature		Signature	
Name		Name	
Date		Date	
Last Updated By:	Denise Bowen	Date	March 31, 2020