



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

REGISTRAR, EXECUTIVE DIRECTOR OPPORTUNITY

Make a lasting impact for the Dental Hygiene in Manitoba!

The Organization

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 under the Dental Hygienist's Act and Regulations, the College exists so that the public receives safe, competent, ethical, and appropriate dental hygiene care that contributes to their oral and overall health. The College will be transitioning to new legislation.

The Opportunity

Reporting to the Chair, and accountable to the Council of CDHM, the Registrar, Executive Director will be responsible for the leadership of the organization, including managing the organization's affairs in conformity with the Manitoba Dental Hygienists Act and Regulation. This exceptional individual will liaise with the government, engage with, and maintain relationships with stakeholders, and build meaningful relationships with the Council and strategic allies.

Key Responsibilities

- Manage the Complaints Committee, Board of Assessors, Continuing Competency and Inquiry Committee.
- Accept all complaints of individuals working illegally, fraudulently or unprofessionally.
- Manage the registration process for new applicants and oversee the annual renewal of registrants, providing communication, direction and support.
- Execute the direction outlined by the Council of CDHM.
- Ensure effective financial and administrative oversight of the organization, including the development of a multi-year financial plan, forecasts, and policies to maximize financial resources.
- Manage CDHM staff, maintaining and enhancing individual and operational performance.
- Build collaborative, productive partnerships with other health professions and the government.
- Act as an advocate for CDHM promoting the organization's values to the public, registrants, government, and other stakeholders in response to emerging issues.
- Build and maintain an effective relationship with the University of Manitoba vis-a-vis educational opportunities for practicing dental hygienists to maintain their skills.
- Maintain strong working relationships with stakeholders and regulatory bodies at the provincial and national levels.

Selection Criteria

- Candidates must be eligible for registration in the Province of Manitoba
- A minimum of bachelor's degree in public health or dental hygiene, or equivalent experience and training, with a Masters preferred.
- Previous knowledge of statutory, regulatory policy governance an asset.
- A strong, progressive, and collaborative leader.
- Experience reporting to or serving on a Board of Directors is preferred.
- Strong financial acumen, with experience in budgeting, financial management and reporting.
- Strong interpersonal and networking skills, with the demonstrated ability to connect and build relationships.
- A driven, tenacious self-starter with strong organizational and administrative skills.
- Able to use exceptional communications and presentation skills to influence others.
- Resilient and creative problem solver who thrives in a busy environment and stays calm under pressure.

*Individuals interested please forward a resume and cover letter in confidence to
chiamaka@harrisleadership.com*