



Registered Nurses Association of the Northwest Territories and Nunavut  
 Box 2757 Yellowknife, NT X1A 2R1

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

Registration: [info@rnantnu.ca](mailto:info@rnantnu.ca) • General: [ea@rnantnu.ca](mailto:ea@rnantnu.ca) • Website:  
[www.rnantnu.ca](http://www.rnantnu.ca)

<b>Job Title:</b>	Registration Coordinator	<b>Travel Required:</b>	None
<b>Department/Group:</b>	RNANT/NU	<b>Position Type:</b>	Full-Time
<b>Location:</b>	Yellowknife, NT	<b>Salary Range:</b>	
<b>Purpose</b>			
<ul style="list-style-type: none"> <li>• Reports directly to Executive Director/Registrar.</li> <li>• First point of contact for nurses and employers regarding nurse registration information.</li> <li>• Compiles and organizes all registration applications and files.</li> <li>• Compiles statistical data as required for internal and external reports.</li> <li>• Provides administrative support to Executive Director/Registrar.</li> <li>• A high degree of confidentiality is required for this position.</li> <li>• Other related duties as needed.</li> </ul>			
<b>Scope of Position</b>			
<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>			
<b>Skills and Qualifications</b>			
<ul style="list-style-type: none"> <li>• Minimum high school diploma with additional administrative studies, preferably an Administrative Program or Business Administrative Program.</li> <li>• Minimum 2 years' administrative support experience.</li> <li>• Working and advanced knowledge of Windows Programs – word processing, spreadsheets, database, e-mail, websites. Must be able to converse knowledgeably with computer consultants/contractors.</li> <li>• Work with minimal supervision.</li> <li>• Good communication and interpersonal skills.</li> <li>• Ability to time manage, multi-task, organize and prioritize own workload.</li> <li>• Ability to problem-solve independently within his/her scope of practice.</li> <li>• Valid driver's license; must have own vehicle.</li> <li>• A satisfactory criminal records check.</li> </ul>			



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## Duties/Responsibilities

### Registration:

- Processes registration applications.
- Maintains accurate registration records in the electronic 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 coordinating and/or preparing regular updates/reports re:

- Monthly 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.
- Opens mails and files registration documents.
- Coordinates mail outs as necessary (annual renewals, newsletters, employer surveys, etc.)



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Signature Block			
<b>I have read and understood this job description.</b>			
<b><u>EMPLOYEE</u></b>		<b><u>SUPERVISOR</u></b>	
Signature		Signature	
Name		Name	
Date		Date	
Last Updated By:	Krista Ingram	Date	May 15, 2017