Acupuncturist / Clinical Coordinator

Canadian College of Acupuncture and Traditional Chinese Medicine

Job ID
41714

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LOCATION	DATE POSTED	EXPIRY DATE
1306 Bedford Highway, Bedford, NS, B4A 1C8, Bedford, NS| Nova Scotia	25-11-2026	24-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 32	3 years to less than 5 years	College/CEGEP

Job Details

Job Description – Acupuncturist / Clinical Coordinator
Employer: Canadian College of Acupuncture and Traditional Chinese Medicine (CCATCM)
Primary Work Location: 1306 Bedford Highway, Bedford, NS, B4A 1C8
Employment Type: Full-time, Permanent
Working hours: 30-35 hours a week
Salary: 32 CAD per hour

Canadian College of Acupuncture and Traditional Chinese Medicine (CCATCM) is seeking a qualified and dedicated Acupuncturist / Clinical Coordinator to provide professional acupuncture services and support the coordination of student clinical practicums within the college's clinical training environment.

Key Responsibilities
• Develop individualized acupuncture treatment plans based on clinical findings and administer acupuncture for pain, musculoskeletal complaints, and other concerns within the scope of acupuncture practice.
• Use complementary TCM techniques such as acupressure, cupping, moxibustion, and Tui Na where appropriate and within the practitioner's qualifications and scope of practice.
• Monitor patients' responses to treatment, assess their progress, and adjust treatment plans as needed.
• Explain acupuncture procedures and what patients can expect from treatment. Provide guidance on preventive care and appropriate self-care between visits.
• Maintain accurate and confidential records of patient assessments, treatment plans, procedures, and follow-up care.
• Follow clinical standards, infection prevention procedures, clean needle techniques, and patient safety requirements.
• Coordinate student clinical placements, practicum sessions, and rotations in line with academic program requirements. Communicate schedules, requirements, and changes to students and faculty.
• Work with clinical instructors and supervisors to arrange supervision coverage, resolve scheduling conflicts, and organize student participation in patient care under supervision appropriate to their level of training.
• Track student attendance and practicum hours, maintain records of participation and completion, and support compliance with clinic safety and educational requirements.
• Work with clinical instructors and administrative staff across both campuses to maintain consistent patient care procedures and keep acupuncture services and student practicums running as scheduled.

Qualification:

• Completion of a recognized diploma or degree program in Acupuncture or Traditional Chinese Medicine, or equivalent education and training meeting applicable occupational requirements.
• A minimum of three years of management experience, including team supervision, operational planning, and staff coordination.
• Demonstrated experience in scheduling, coordinating daily operations, and maintaining accurate administrative records.
• Strong ability to manage competing priorities and coordinate activities among clinical practitioners, students, instructors, and administrative staff.
• Experience in supervising, mentoring, or providing operational guidance to junior staff is an asset.
• Experience in coordinating operations across multiple locations is an asset.
• Ability to assist with the coordination of student clinical practicum activities, including appointment scheduling, clinical documentation, and communication with supervising practitioners.
• Willingness and ability to travel between the Halifax and Saskatchewan campuses as required.
• Language: English

Working Arrangements

The position is primarily based at CCATCM’s Halifax campus, where the majority of clinical and student practicum coordination activities are conducted. Work assignments are managed by the Halifax head office. The employee may be assigned to support the Saskatchewan campus based on clinical service requirements, student practicum schedules, and the college’s operational needs.

How to apply:
Please send resume to: ccatcmhiring902@gmail.com

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