



Professional Conduct Coordinator – (Hybrid) CRTO, Toronto, ON, M5G 1Z8

If you're an inquisitive person with strong communication skills, are highly organized and have a strong attention to detail, this could be your next role.

We're the [College of Respiratory Therapists of Ontario](#), and we're the regulatory body responsible for ensuring that patients in this province receive safe, competent, and ethical care from Respiratory Therapists. We're a strong team of professionals, unanimously motivated by that mission.

The Position

As our new **Professional Conduct Coordinator**, you'll be working closely with the Manager of Professional Conduct and with the assistance of our Professional Conduct Associate.

You'll work closely with a team that requires consistent updates and calendar management to ensure that project targets and casework is well organized and on task. You'll need to be able to think critically, put the pieces together, and when something doesn't add up, investigate, and follow up.

Your role will encompass:

- Preparing, revising, and reviewing legal documents, such as undertakings, consent forms, investigation reports, decisions and reasons, cautions and notices for the public register.
- The maintenance of electronic resources, such as the databases of membership information and case precedents.
- Monitoring member compliance (i.e., undertakings and orders of the Inquiries, Complaints and Reports Committee).
- Creating, organizing, and managing case files and all associated evidence and findings.
- Conducting initial health inquiries in matters of incapacity.
- Liaising with external agencies (e.g., HPARB).
- Compiling and monitoring statistical data related to investigations and hearings.
- Preparing arrangements and documentation for hearings (e.g., venues, court reporters, etc.).
- Scheduling, preparing, and supporting committee and panel meetings.
- Monitoring member compliance.

The best individuals in this role will have excellent written and verbal communication skills. They will take the initiative to self-direct when new tasks present themselves. They are detail-oriented and can maintain a high level of organization and set and manage competing priorities. Those with a high independent work ethic and the ability to process and glean personal responsibilities from group meetings will excel in this position.

Working @ CRTO

This is a full-time permanent position. You'll primarily be working virtually from Monday to Friday, 8:30 am – 4:00 pm, coming to the downtown Toronto office as required. In addition to a competitive salary (between \$68,000 - \$82,000K) commensurate with experience, we offer competitive benefits, a health spending account, RRSP contribution matching, and tuition assistance for further education.

Our team is small and close-knit. We're an engaged group of high performers who find the work challenging and the mission inspiring. We regularly collaborate, and when a tricky issue comes up, you'll



never hear someone say, “that’s not my job.” We’re putting our heads together to find the best solutions possible.

We also genuinely enjoy spending time together, inside and outside the office. This is your opportunity to have a meaningful impact, grow professionally, and expand your network.

Qualifications:

- 2+ years of experience working in a regulatory role or with a regulatory body
- Knowledge of Ontario’s health regulations and legislation
- Excellent oral and written communication skills
- Experience with Microsoft Office Suite
- Proven ability to work independently and as part of a team
- Experience with an Integrated Management Information System (IMIS) is an asset
- Post-secondary education in a related field is an asset
- Experience in an investigative or enforcement role is an asset

How to Apply

Our online application will allow you to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences and should take 10 to 15 minutes to complete. After submitting, you’ll receive an email inviting you to log in and view your assessment results. Please access the application via one of the following online job sites:

Career Page: <https://www.fitzii.com/apply/67405?s=fc>

Indeed: <https://www.fitzii.com/apply/67405?s=in>

LinkedIn: <https://www.fitzii.com/apply/67405?s=li>

We value diversity and inclusion and encourage all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us with the “Help” button in the application.

We will review applications as they are received and look forward to hearing from you.

Deadline for applications – May 20, 2022