



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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Professional Conduct Associate 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](http://www.crto.on.ca), 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. We have a newly created position and are in search of an individual that can help us manage our current workload to ensure we achieve our mission.

As our new **Professional Conduct Associate**, you'll be working closely with both the Manager and Coordinator of Professional Conduct by assisting in the day-to-day administration of processes related to Inquiries, Complaints and Reports Committee, Discipline Committee, and Fitness to Practice Committee.

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:

- Monitoring and tracking case statuses on a frequent basis
- Coordinating and preparing for meetings with the Inquiries, Complaints and Reports Committee (ICRC) and any relevant stakeholders
- Assisting in corresponding with CRTO Membership and the Public
- Assisting with meeting preparation
- Assisting with meeting follow-up
- Assisting with monitoring and enforcement of ICRC orders
- Handling and processing sensitive and/or confidential materials

The best individuals in this role will have more than 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 be able to set and manage competing priorities. Those with a high independent work ethic and 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 mostly be working virtually Monday to Friday, 8:30am – 4:00pm, coming to the downtown Toronto office as required. In addition to a competitive salary (target range between \$50,000K - \$69,000K) 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, trying 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:

- Experience with Microsoft Office Suite including Excel, Word & PowerPoint
- Excellent analytical and problem-solving skills while maintaining high quality customer-service orientation
- Excellent written and verbal communication skills
- Experience with IMIS Information Management System (IMIS) an asset
- Proven ability to work independently and as part of a team
- Ability to be resourceful and proactive when issues arise
- Proven ability with multitasking and time-management skills, with the ability to prioritize tasks
- High school degree: additional certification in Office Management is a plus
- College/University Degree an asset

How to Apply

Our [online application](#) will give you the option 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.

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.