

Director of Professional Conduct

CASLPO, M4N 3N1

Do you have several years of experience in a legal or regulatory field?

Are you ready for a change of pace?

This is the opportunity you've been looking for: a chance to gain experience with a well-reputed College, expand your network, and find some work/life balance.

We're looking for an adaptable and analytical professional for a seven-month Director of Professional Conduct role at the College of Audiology and Speech-Language Pathology of Ontario. If this piques your interest, we want to hear from you!

Director of Professional Conduct

Your primary responsibility will be to oversee all aspects of the College's processes concerning complaints, reports and discipline. You will be the point-person for members and the public regarding matters of professional conduct.

You'll shepherd these processes from initial complaint to final committee ruling. Together with the Manager of Investigations, you'll stay on top of each case, ensuring they proceed in a timely, streamlined manner.

Occasionally you'll work with external law firms, or investigators. Your ability to develop strong working relationships easily will be an asset.

It will be crucial for you to quickly develop a current, comprehensive knowledge of the relevant legislation, along with the College's policies, standards, guidelines and regulations. You'll benefit from your ability to comprehend legal information easily.

Once you find your feet, your advice will be counted on to help your colleagues and the College apply and comply with the relevant legislation, regulations and policies.

The Right Fit

You're the right fit for this position if you possess these characteristics in spades:

- **Organizational skills** – each case has its own requirements. You can see the big picture, and stay on top of things so you avoid a case backlog.
- **Judgment** – you'll use your professional insight to oversee investigations and manage the necessary balance between members' rights and the public interest.
- **Communication skills** – you can adapt your style to suit a variety of audiences, and you'll present with clarity to the council and committees.
- **Analytical skills** – you can evaluate complex cases to focus on key issues in a logical way.

- **Empathy** – you understand multiple perspectives in any situation, and know how to balance the letter of the law with the needs of the parties.
- **Adaptability** – you're comfortable changing your plans quickly and working in ambiguous contexts.

Working for CASLPO

This is a full-time, seven-month contract position working out of our office located at Yonge St and Lawrence Ave in Toronto, steps away from public transit. Our office operates Monday – Friday 8:30 am – 4:30 pm. We offer a competitive compensation package, commensurate with experience.

Work/life balance is important to us. There are times when we work late to get the job done. These busy times are outweighed by the amount of times we're able to get home in time for dinner.

Qualifications

- 3+ years of experience working in professional healthcare regulation is preferred OR 3+ years of experience working in administrative law
- Proficient in Microsoft Office, particularly Word, Excel and PowerPoint
- Proficient in Adobe
- Experience writing in a professional context
- Comfortable speaking to both small and large groups
- Member of the Law Society of Upper Canada, in good standing
- Degree or diploma in a relevant field

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, with priority given to those who have completed the assessment, and look forward to hearing from you.

To apply please [click here](#).