

## Career Opportunity

*The College of Dental Hygienists of Ontario seeks to fill the position of Director, Professional Conduct.*

## About the College of Dental Hygienists of Ontario

*The **College of Dental Hygienists of Ontario (CDHO)** is the regulatory body for over 14,000 registered dental hygienists in Ontario. Our office is located at Bloor and Church in Toronto, Ontario.*

*The College's mission is to regulate the practice of dental hygiene in the interest of the overall health and safety of the public of Ontario. As such, Ontarians can expect to receive quality oral health care and dental hygiene services from health professionals who are registered with the CDHO. All of the College's activities ensure that clients have access to safe, ethical and high quality dental hygiene care.*

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<b>Job Title:</b>	Director, Professional Conduct
<b>Reports to:</b>	Registrar/CEO
<b>Salary Range:</b>	\$100,000 – \$145,000
<b>Date:</b>	Monday, September 15, 2020

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## Position Overview

The **Director, Professional Conduct** is responsible for the oversight of all activities related to complaints, reports, discipline, fitness to practise and illegal practice matters. This includes providing leadership and direction and making decisions respecting programs and services. Working with the Registrar/CEO and the senior management team, the Director, Professional Conduct will support any and all activity required to meet the mandate of the College to serve and protect the public interest.

## Key Responsibilities

### 1. Provides Leadership

- Oversees all aspects of the College's ICRC, Discipline and Fitness to Practise programs.
- Establishes priorities and ensures effective allocation of resources within ICRC, Discipline and Fitness to Practise programs.
- Provides cohesive leadership and direction to the ICRC, Discipline and Fitness to Practise teams.
- Oversees the work and performance of consultants and professional resources in the delivery of file, case management, committee support, and response to complaints and inquiries from the public.
- Participates in, and contributes to, regular Senior Management Team meetings and strategic planning activities.

- Leads program and College-wide ongoing and special projects, coordinating the collective skills sets and expertise, and controlling resources toward the achievement of goals and objectives.

## **2. Team Development**

- Builds and supports an atmosphere of cooperation that will drive individual and team motivation and results.
- Fosters a culture of respect that values diversity and inclusiveness.
- Actively supports engagement in professional development.

## **3. Investigations and Hearings Process Involving Registrants' Professional Conduct**

- Oversees all aspects of the College's investigations, complaints, reports, discipline and fitness to practise processes as well as matters related to illegal practice proceedings, and ensures that information is provided to the public and to registrants concerning the College's policies and procedures respecting all matters of professional misconduct.
- Participates in development of policies and initiatives concerning professional misconduct, discipline and fitness to practise matters.

## **4. Policy Development**

- Maintains current and comprehensive knowledge of the *Regulated Health Professions Act, 1991* (RHPA); the *Dental Hygiene Act, 1991*; other relevant legislation and regulations; and all College policies, standards, and guidelines.
- Assists, as directed, in the development and revision of College-wide policies and standards.
- Monitors federal and provincial legislative processes and advises Registrar of possible applicability to College.
- Provides advice and interpretation concerning College's application of, and compliance with, legislation, regulations, bylaws, standards, policies and guidelines.

## **5. General**

- Ensures that annual orientations are conducted for Council members and the ICRC, Discipline and Fitness to Practise Committees.
- Attends and participates at Council meetings by providing information as required.
- Supervises, coaches and evaluates performance of direct reports.
- In conjunction with the Registrar and Senior Management Team, develops the annual budget for ICRC, Discipline and Fitness to Practise programs. Monitors such budgets, and takes corrective action as required.

## **6. Communications and Stakeholder Relations / Education**

- Represents the College regarding the ICRC, Discipline and Fitness to Practise programs, assists the Registrar with media, participates and/or provides support to a number of committees, networks, working groups, etc., and assists with drafting of a variety of communications documents.
- Provides orientation, continuing education and training to a wide variety of audiences regarding the ICRC, Discipline and Fitness to Practise programs and its processes and policies.

## Qualifications

Preferred candidates will demonstrate experience and qualifications in the following areas:

- Law degree (LLB or JD) required
- University preparation in business, social science or law.
- Minimum 5 years' experience working for a regulatory body in a senior position.
- Thorough knowledge of the healthcare regulatory environment in Ontario.
- Experience working with elected and appointed Councils/Boards and Committees.
- Strong strategic planning skills.
- Effective writing, verbal communication and presentations skills.
- Experience supervising and coaching multiple managers and teams.
- Oral and written French language skills and abilities are also considered an asset.

## Direct Reports

Case Managers (2)

Investigator

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Qualified candidates are invited to apply by submitting their resume and cover letter via email to: [careers@cdho.org](mailto:careers@cdho.org) no later than **Friday, October 2, 2020**. No phone calls please.

This is a full-time role based in our downtown office location. The College of Dental Hygienists of Ontario (CDHO) welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all candidates for applying, however, only candidates being considered will be contacted.