



Company Profile

The College of Dental Technologists of Ontario (the “College”) is the governing body established by the provincial government to regulate the practice of dental technology in Ontario and exists to serve and protect the public interest. The College protects the rights of patients to safe, competent and ethical care by ensuring that dental technologists maintain professional standards of practice and are held accountable.

Position Details

Position: Human Rights Specialist

Supervisor: Registrar

Type: Ten (10) week contract, 35.0 hours/week, Paid

Location: Remote with the potential of occasionally working in office

POSITION SUMMARY

The incumbent to this role will take direction from the Registrar to support the implementation of the EDI-B work plan.

KEY RESPONSIBILITIES

The key responsibilities outlined below are interpreted as being descriptive in nature and are not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties:

HUMAN RIGHTS & EDI-B TASKS

- Collaborate with and support College staff to develop evidence-based and best practice governance policies and procedures to support the College’s bylaws and programs to achieve its overall mandate;
- Consult across CDTO and with community partners and patient advisory groups to articulate a broad strategic vision for anti-racism, equity and social accountability;
- Generate content ideas for specific communications initiatives, write and edit copy for all communications channels (website, annual report, presentations, social media, etc.);
- Participate in the development of processes for practice advice requests;
- Support the development, drafting, review, consultation and coaching on matters related to anti-racism, equity, diversity and inclusion to staff;
- Review and analyze existing College policies while identifying gaps and areas in need of redevelopment;
- Collaborate with and support College staff to develop and operationalize a multi-year Anti-Racism, Equity and Social Accountability Strategy that supports the strategic vision and builds the foundation necessary for equity and social accountability practices and outcomes;
- Support the Council to help plan and oversee the College of Dental Technologists of Ontario’s (CDTO) work on anti-racism, equity and social accountability to provide leadership, support the shaping of its work and the ongoing evolution of its mandate;
- Develop a College-wide policy review protocol and process to ensure policies are regularly reviewed and up to date
- Proofread, copy-edit and write materials that accurately reflect the College’s brand;
- Prepare and distribute materials and handouts for public education and outreach, brochures and branded material;
- Assist in the preparation of correspondence to key stakeholders.

GENERAL

- Any other duties commensurate with grade/status as required by the Registrar.

QUALIFICATIONS

This position is funded in part by the Government of Canada, Youth Employment Strategy, Canada Summer Jobs Initiative. The applicant:

- Must be between 15 and 30 years of age at the start of employment
- Must be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and,
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

The interview session, if you are selected, will be done virtually. The position at this time, due to Covid-19 restrictions and safety considerations for College staff, will be remote (work from home). The candidate should be advised that they may be required, if necessary, to go into the physical office, but this is dependent on restrictions in place at that time.

EDUCATION, EXPERIENCE, KNOWLEDGE

- Student or graduate of an undergraduate degree in a related field, preferably with experience in one or more of the following areas: Human Rights, EDI-B and/or journalism
- Exceptional interpersonal and relationship management skills with the ability to gain cooperation and build trust as a means of influencing outcomes;
- Knowledge of protocols and legislation regarding protection of privacy of individuals such that information regarding members of the College, their patients/clients, members of the public and witnesses is appropriately protected;
- Knowledge and experience with Microsoft Office, Adobe Programs, WordPress, MailChimp and/or SurveyMonkey

SKILLS

- Ability to manage multiple tasks and work in a fast-paced environment where team members must support each other and the Registrar to accomplish work;
- Ability to work independently and with teams providing situational leadership to achieve goals;
- Ability to function at an intermediate to advanced level with MS Office and Adobe applications;
- Ability to upload and update documents to a website;
- Ability to use independently standard office equipment such as computers, copiers and printers;
- Highly developed presentation skills to convey complex information in an organized manner easily understood by audiences with various levels of knowledge and technical understanding;
- Excellent writing skills to prepare a variety of communication pieces for electronic and print mediums, prepare correspondence and document minutes;
- Excellent listening and enquiry skills to understand public and member comments/concerns, to understand meeting proceedings and to make notes for follow-up.

ANALYSIS AND JUDGEMENT

- Advanced judgement to make independent decisions and to provide appropriate advice to the Registrar and committees;
- Tact, diplomacy and empathy to provide appropriate responses to members and stakeholders without conveying a personal or College “opinion”;
- Discretion to not disclose confidential information or demonstrate personal feelings, and to maintain professional demeanour at all times;

- High level of political and organizational acuity to distinguish when issues may draw public attention and to ensure that such issues are escalated appropriately to the Registrar.

The College of Dental Technologists of Ontario is an inclusive employer. Accommodations are available under the Ontario Human Rights Code.

To apply: This position is funded in part by the Government of Canada, Youth Employment Strategy. Please provide your résumé and a cover letter to info@cdto.ca of no more than 2 pages outlining how your education and experience relate to the criteria in this post. Only candidates who are selected for an interview will be contacted. We are looking to fill the position immediately.