



Administrator, Quality Assurance

Opportunity in Professional Regulation

The College of Registered Psychotherapists of Ontario (CRPO) is a statutory regulatory body, established in 2015 under the Psychotherapy Act 2007. Its mandate is to regulate psychotherapists in the public interest, striving to ensure that members are competent, ethical and accountable. CRPO is one of 26 health regulatory colleges in Ontario governed by the Regulated Health Professions Act, 1991 (RHPA). For more information, visit our website at www.crpo.ca

Reporting to the Quality Assurance Manager, the Quality Assurance Administrator will play a key role that supports the delivery of the College's Quality Assurance Program. The person who occupies this role is responsible for member engagement, guiding members through practice assessments, managing data regarding member participation in the QA program and providing support for committee operations (including assembling meeting materials and following up on meeting outcomes). This position offers an excellent opportunity for professional development in areas that could include: project management, technical and legal writing, policy development, and/or adult education.

The candidate must have excellent interpersonal & technical skills, who interacts effectively with staff, Council members, committee members, and members of the College, among others. Professionalism, maturity, tact, flexibility, initiative and a willingness to undertake unfamiliar tasks occasionally are required.

Major Duties/Responsibilities:

QA Program:

- Management of the peer assessment component of the program
- Evaluating assessment process
- Managing incoming inquiries from registrants as well as peer assessors
- Monitor a database of registrants to ensure fulfillment of requirements
- Performing simple data queries, extracting data using pre-set reports and interpret report results

Committee support:

- Coordinating meeting schedules
- Preparing and distributing meeting materials
- Relying on policy and/or committee direction, facilitating the administration of committee decisions and outcomes which includes intake, review and evaluation of submitted materials

General skills:

- Have a good understanding of professional self-regulation and/or administrative justice tribunals
- Understands key concepts in regulation, including risk and fairness
- Able to work in a dynamic environment and can recognize shifts in priorities
- Employs effective verbal and written communication skills with colleagues and other stakeholders which may include committee members, peer assessors and the public
- Demonstrates intermediate proficiency in Word and Excel

Requirements:

- A University degree is required.
- 4 years of relevant work experience
- Work experience in health regulation an asset
- Quality Assurance relation work experience considered an asset
- French as a second language is considered an asset

The Quality Assurance Administrator role is being offered as a full-time position currently performed remotely from home, with an unknown return date to our Toronto based office.

Please submit a resume **and** cover letter no later than **Sept 25, 2020**. Interviews will commence prior to the submission deadline. No phone calls please. Start date: **Immediately**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

College of Registered Psychotherapists of Ontario

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