



College of Occupational Therapists of Ontario
Ordre des ergothérapeutes de l'Ontario

MANAGER, INVESTIGATIONS & RESOLUTIONS

The College of Occupational Therapists of Ontario is seeking a Manager, Investigations and Resolutions to oversee the implementation and co-ordination of procedures related to all aspects of case management for the following committees: Inquiries, Complaints and Reports, Fitness to Practise, and Discipline. The Manager of I&R will manage resolutions in relation to the above processes (with the exception of Hearings) and will disseminate information related to the outcomes in various formats for different audiences including, but not limited to, internal and external stakeholders. The Manager of I&R will assist with the preparation of cases being referred for Discipline Hearings (administrative tribunals) and will co-ordinate administrative support activities related to the hearing process through the Investigations and Resolutions Associate. The Manager of I&R will also conduct investigations, where appropriate.

As an ideal candidate, you have university preparation in business, social science, or law. You also have a minimum of 3-years experience with case file management, ideally in a legal or regulatory setting. You have had opportunities to lead projects that demonstrate your self-motivation and your organization and planning skills. You are viewed as an excellent verbal and written communicator and your interpersonal skills assist you as a team player and committee coordinator. You enjoy a fast-paced, small business setting.

This position is full time, permanent, and offers a competitive compensation and benefits package.

Please forward your résumé, by July 30, 2010, to Jewelle Smith-Johnson, Director of Operations and Communications at hr@coto.org

The College wishes to thank all applicants. Only those selected for an interview will be contacted.