



## COLLEGE OF CHIROPODISTS OF ONTARIO

*Regulating Chiropodists and Podiatrists in Ontario*

---

### Practice Resource Liaison – Part-time

The College of Chiropodists of Ontario is seeking a member with diverse practical experience, strong interpersonal skills, a demonstrated commitment to supporting practice and an interest in program development to fill the role of the Practice Resource Liaison.

Reporting to the Registrar, the person will be responsible for responding to inquiries from members and the public, other professionals, organizations and students, developing and implementing education services for members, participating in program and policy development and identifying key practice issues that require College discussion and action. Other responsibilities will develop as needed.

This position is initially one day a week with the ability to work remotely. The number of days per week required may increase as the position evolves.

#### Key Duties and Responsibilities:

- Provide interpretive and advisory services to members and the public, other professionals, organizations and chiropody students;
- Identify key practice issues that require review and action;
- Provides research and recommendations to the Registrar to mitigate risk and enhance practice standards and delivery for the profession;
- Identify changing trends and emerging issues in practice and perform supporting analysis;
- Analyze and report trends in practice and provide quarterly and annual program statistics;
- Assist with research and development of educational material for members for remedial and continuing education programs and for internal and external stakeholders;
- Collaborate with College staff to identify and resolve matters involving professional practice issues;
- Engage in the development and dissemination of education through different media forms including video, live, e-learning, written etc.;
- Contribute to the development of material for public education and outreach;
- Act as a content expert resource to staff, where appropriate;
- Provide recommendations on appropriate policies and procedures for practice; and
- Participate in delivering and facilitating training courses or learning activities

#### Required Competencies

- A minimum of five years practice experience;
- Registered member in good standing with the College of Chiropodists of Ontario;

- Familiarity with the *Regulated Health Professions Act, 1991, Chiroprody Act, 1991* and its regulations and the College's standards of practice, policies, guidelines etc.;
- Strong writing and proofreading skills, including use of proper grammar, spelling and punctuation;
- Ability to convey complex ideas;
- Proven organizational, planning, goal setting and time management skills;
- Knowledge and experience in interpreting and implementing legislative requirements and policies and procedures would be an asset;
- Demonstrated sensitivity to issues of confidentiality;
- Demonstrated ability to work independently and to take initiative;
- Exceptional interpersonal skills;
- Ability to work collaboratively in a team; and
- Computer literate (Microsoft Word, PowerPoint, Excel, Outlook, Access)

Remuneration will be commensurate with experience.

Please forward your curriculum vitae and cover letter explaining why you are interested in the position to [fsmith@cocoo.on.ca](mailto:fsmith@cocoo.on.ca) no later than **Friday, November 8, 2019**

The College wishes to thank all applicants for their interest in the position. However, only those selected for an interview will be contacted.