



Job Title: Director of Public Complaints and Professional Standards

The College of Dental Surgeons of Saskatchewan (CDSS) licenses dentists and regulates the profession of dentistry in the public interest.

Under the direction of the Chief Executive Officer, the Director of Public Complaints and Professional Standards provides senior administrative support and guidance to the CEO and CDSS Registrar, while also providing administrative oversight of CDSS regulatory services.

We are seeking a candidate that would provide:

- administrative oversight of the College of Dental Surgeons Patient/Public Complaint Process and administrative support to the CDSS Professional Conduct Committee (PCC).
- administrative oversight of the CDSS Advertising Review Program and administrative support to the Committee Chair.
- administrative oversight of the CDSS Practice Enhancement Program (PEP) and administrative support to the Committee Chair.

The candidate will also be asked to:

- manage correspondence for PCC cases
- maintain regulatory standards on CDSS website
- specifically support the CDSS Registrar in their management of regulatory affairs of the CDSS

Although various combinations of education and experience will be considered, we would also be interested in a potential new team member that has:

- thorough knowledge and understanding of Indigenous customs, culture and history
- experience working in oral health care
- experience working in a regulatory environment
- experience using Microsoft Office
- a degree or diploma

Pay and Benefits

Health and Dental Benefits, Competitive Salary, RRSP Employer Funded Retirement Plan.

For more information or to submit your resume (application deadline May 16) and cover letter, email Jerod Orb, Chief Executive Officer, College of Dental Surgeons of Saskatchewan at jerod@saskdentists.com

Visit our website at www.saskdentists.com for more information regarding our organization.