

College of Dental Surgeons of Saskatchewan

Job Description – Coordinator, Professional Standards

Position: Coordinator Professional Standards

Position Profile: The Coordinator Professional Standards is responsible for communicating with and providing administrative and organizational support to the Registrar and several board committees. This position gathers and provides information required for the complaint and discipline processes as required by the bylaws and standards and ensures that all procedural steps are adhered to.

Position Reports to: Registrar

MAJOR RESPONSIBILITIES

1. Liaises with legal counsel, the Registrar and Professional Conduct Committee Chair on professional conduct investigations as required.
2. Coordination and administrative support for various committees.
3. Executive administrative support for the Registrar, registrants, and other stakeholders.
4. Related duties as assigned.

KEY JOB-RELATED REQUIREMENTS

- **Experience:** Five years of progressive experience as a coordinator or administrator in a professional office or as a senior executive assistant. Experience in a dental practice or regulatory environment would be an asset.
- **Computer and technology skills:** Proficient with using MS office suite software.
- **Organizational/administrative skills:** Strong organizational skills and ability to establish priorities and multi-task processes that require due diligence and are comprised of multiple steps and requirements.
- **Time management and attention to detail:** Excellent time management skills and attention to detail.
- **Confidentiality:** Maintains and respects confidentiality.

CORE COMPETENCIES

- **Team orientation:** Uses individual strengths to improve team results. Creates strong morale and spirit in the team.
- **Communication & interpersonal skills:** Communicates effectively and collaboratively with a diverse and broad group of stakeholders, both internal and external. Communicates relevant information in a timely manner and is willing to listen to other points of view open-mindedly. Must be able to convey, listen to, and interpret information with clarity, conciseness, and professionalism, in both verbal and written contexts.
- **Leadership:** Demonstrates leadership by example and through fairness, integrity, and ethics.
- **Problem-solving/Decision-making:** Can take initiative and solve problems within boundaries of responsibility and within the parameters of professional regulations, bylaws, policies, and standards.

Salary and Benefits

- Commensurate with the successful applicant's education and experience.

Send resume with cover letter to Attn: Registrar, careers@saskdentists.com, by October 7, 2022.