



JOB POSTING - Paralegal: Professional Conduct

The College of Medical Radiation and Imaging Technologists of Ontario (CMRITO) regulates 11,000+ medical radiation and imaging technologists in five specialties: radiography, radiation therapy, nuclear medicine, magnetic resonance, and diagnostic medical sonography.

The CMRITO acts in accordance with legislation from the *Regulated Health Professions Act, 1991* (RHPA) and the *Medical Radiation and Imaging Technology Act, 2017* (MRIT Act). Our primary responsibility is to serve and protect the public interest by setting entry to practice requirements and establishing standards of practice for the profession, ensure the continued competence of our registrants through our quality assurance program, and address concerns from the public through our complaints and discipline process.

CMRITO is a virtual organization with 30 staff. Please visit our [website](#) to learn more about us.

CMRITO is seeking a Paralegal: Professional Conduct to join our Professional Conduct Department on a full-time temporary basis for 14 months.

About the Position

The Paralegal: Professional Conduct reports to the Professional Conduct & Regulatory Affairs Director who is a licensed lawyer in good standing with the Law Society of Ontario.

The Paralegal: Professional Conduct holds the following key responsibilities in the context of regulatory requirements, CMRITO policies and procedures:

- Draft, review, and revise a variety of documents for complaints, reports, and inquiries (“professional conduct cases”)
- Track and monitor professional conduct cases to ensure that required timelines are met
- For all meetings of panels of the Inquiries, Complaints and Reports (ICR) Committee:
 - Assist the Director in drafting, reviewing, and approving file and meeting materials
 - Assist in the preparation and review of draft decisions and reasons to ensure that they are clear, accurate, and reflective of the ICR Committee’s deliberations
- Assist in the preparation and review of documentation prior to submission to the Health Professions Appeal and Review Board (HPARB)
- Attend case conferences and reviews for appeals to HPARB, as required
- Other duties as assigned

Qualifications and Competencies:

- Licensed paralegal in good standing with the Law Society of Ontario
- Minimum 5-7 years experience within the regulatory sector or a government organization (including boards, tribunals, and agencies)
- Ability to interpret, understand, and apply legislation, by-laws, policies, and procedures
- Excellent organizational skills to manage and maintain accurate records
- Excellent proofreading skills, and a strong attention to detail
- Self-starter with proven ability to work independently and with a team
- Effective communication skills, both written and verbal
- Demonstrated ability to prioritize tasks and meet deadlines
- Demonstrated experience in analyzing and identifying issues
- Proficient in MS Office, SharePoint, and CRM
- Knowledge of the *Regulated Health Professions Act, 1991* would be an asset
- Fluency in French would be an asset

Candidates must be currently authorized to work in Canada and must reside in the province of Ontario.

The Position Package Includes:

- Salary range: \$60,657 – \$64,976 depending on experience
- 3 weeks of vacation, personal and sick days
- Participation in basic insurance benefits and optional benefits plan that includes extended health and dental care

How to Apply:

Please submit your cover letter and resume on a confidential basis to: Nerissa de Vera, Finance & HR Director at hr@cmrito.org as soon as possible by 4 p.m. May 3, 2024.

Please use the subject line: "Application for Paralegal: Professional Conduct"

We thank all applicants for their interest, however, only those candidates who most closely match our requirements will be contacted.

CMRITO is an equal opportunity employer and encourages all interested and qualified candidates to apply. We are committed to reviewing our programs and practices to ensure that they support equity, diversity, and inclusion. To support this work, we are an Employer Partner with the Canadian Centre for Diversity and Inclusion (CCDI), www.ccdi.ca. CMRITO recognizes the importance of diversity, equity, and inclusion and welcomes applicants from visible minorities, indigenous people, persons of any sexual orientation, gender or identity and persons with disabilities. Should you require any type of accommodation during the selection process, please advise us. Information received relating to accommodations will be addressed confidentially.