

**Job Title:** Monitoring Administrator  
**Job Status:** Permanent  
**Eligibility:** Open to any qualified candidates

## **JOB PURPOSE**

Administers and monitors compliance with CNO Committee orders and undertakings, updates and maintains public register information and facilitates processing of other monitoring activities.

## **KEY RESPONSIBILITIES**

- Tracks issuance and completion of orders and undertakings; communicates terms of orders and undertakings to appropriate stakeholders; identifies and follows up on concerns of non-compliance; responds to and processes variance requests; and explains processes and requirements to stakeholders.
- Updates and maintains information on CNO's public register related to CNO Committee orders and undertakings in accordance with legislated requirements and timelines; responds to inquiries from members, employers, and the public.
- Processes verification of registration and CNO screening requests, and other applications.

## **REQUIRED QUALIFICATIONS**

### **Education and Experience**

- Completion of post-secondary education.
- Three to five years related work experience in a similar role.

### **Organizational Competencies**

Consistently demonstrate CNO's Staff Core Competencies:

- **Innovation** – Curiously cultivate new ideas with a desire to learn and a collective focus on the best outcome.
- **Integrity** – Conduct every interaction with fairness, honesty, and mutual respect.
- **Collaboration** – Work with the right people at the right time to make the best-informed decision.
- **Well-being** – Care for the physical, mental, spiritual, and emotional needs of ourselves and others.

### **Job Competencies, Knowledge, Skills**

- **Analytical and Critical Thinking** – uses comprehensive knowledge and understanding of right-touch and compassionate regulation principles and CNO procedures when monitoring compliance with Committee orders and undertakings; evaluates and identifies applicable and relevant information; and follows up on possible non-compliance of orders and undertakings.
- **Communication** – uses effective communication skills to convey terms of Committee orders and undertakings and consequence of non-compliance to members; information is clear, shared in a timely manner and ensures

confidentiality and sensitivity in difficult situations; adapts content to fit needs of audience and asks clarifying questions to ensure others have understood the message.

- **Attention to Detail** – requires close attention to detail when tracking orders and undertakings to assess compliance; drafts and reviews documents and public register entries carefully to ensure accuracy and completeness; develops methods to track work and follows up on incorrect or missing information.
- **Consulting and Advising** – gathers information from members, employers, healthcare professionals and other stakeholders to monitor compliance with Committee orders and undertakings; follows up with stakeholders to discuss outcomes.
- **Planning and Organizing** – effective organizational skills and a proven ability to prioritize and monitor workload through appropriate planning and sequencing of activities. Uses case management skills to balance conflicting demands and timelines. Monitors progress and adjusts plans and course of action as required.
- Proficient in MS Office Suite such as Word, PowerPoint, Excel and Outlook, Adobe Pro, and collaborative technologies such as SharePoint, Teams and Zoom.

**Hiring Range:** \$77,108 - \$81,939

**Full Salary Range:** \$77,108 - \$92,529

### **To Apply**

Please email cover letter and resume by **November 08, 2024, at 4 pm EST** via UKG.

Thank you for your interest.

We are committed to employment equity and encourage applications from all qualified candidates. CNO offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted about a career opportunity or testing, please let us know if you require accommodation.

### **Our DEI Commitment**

The College of Nurses of Ontario protects the public by promoting safe nursing practice. We strive to be diverse, inclusive, fair, equitable and accessible by addressing barriers and promoting dignity and respect for all. If you require Code-protected accommodation at any time during the recruitment process, please contact [careers@cnomail.org](mailto:careers@cnomail.org) citing "Request for Accommodation" in the subject line.

### **Land Acknowledgement**

The College of Nurses of Ontario (CNO) operates on the traditional, ancestral and unceded territories of many Indigenous communities across Ontario which continue to be home to Indigenous peoples.

CNO's office is in Toronto, on land that is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples.