



POSITION DESCRIPTION

Position Title: Coordinator, Licensure

Position Category: Employee Full-Time

Department: Licensure

Territorial Acknowledgement

The offices of the College of Health and Care Professionals of British Columbia (CHCPBC) are located on the ancestral and unceded territories of the Coast Salish Peoples — specifically, the x^wməθk^wəyəm (Musqueam), Sk^wxwú7mesh (Squamish) and səliwətaɫ (Tseil-Waututh) Nations — the lək^wəŋən (Lekwungen) Peoples — represented today by the Songhees and x^wsepsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOKKÉĆEN (Pauquachin), STÁ,UTW (Tsawout), WJOLEŁP (Tsartlip), and WSÍKEM (Tseycum) Nations.

Position Summary

The Coordinator, Licensure, is responsible for coordinating various applications and evaluations, ensuring compliance with the Bylaws and legislative requirements, including licensing, reinstatement, change of status, and renewal. This role oversees a wide range of administrative functions and licensure-related tasks. Responsibilities include maintaining the updated Public Register, managing appropriate records of licensure files, preparing Registration Committee and profession-specific panel meeting materials and logistics, assisting with Registration Committee and panel scheduling, and attending committee and panel meetings as required.

It is essential for all College staff to contribute to a team approach with a public protection focus, delivering efficient services that align with and allow the College to meet its regulatory, strategic, and operational goals.

Supervisory & Reporting Responsibilities/Relationships

Reports to: Manager, Licensure

Direct supervision: N/A

Duties & Responsibilities

1. Processes applications for licensure including applications for entry-to-practice registration, above entry-level certification, reinstatement, change of status, and renewal in the College database, ensuring compliance with Bylaws and legislative



requirements.

2. Provides timely and courteous responses to applicants, registrants, the public and other regulators through mail, fax, phone, and email, regarding licensure processes and policies.
3. Assists with scheduling, pre-meeting preparation, and decision writing for case files referred to by the Registration Committee.
4. Manages and produces licensure data as requested by impacted parties including the Ministry of Health, Office of Health Professions and Occupations Oversight, Provincial Health Officer, and the Canadian Institutes for Health Information in compliance with applicable legislation.
5. Assists with creation of licensure reports and documents as needed for the Board, Registration Committee and College Leadership.
6. Contributes to strategic goals and outcomes identified for licensure.
7. Other duties as assigned by the Manager.

Qualifications

1. Three (3) years' experience in health regulation or a similar field.
2. Strong customer service skills and excellent oral and written communication.
3. Experience working with database software and CRM platforms.
4. Previous regulatory experience or understanding of legislative requirements.
5. Tech savvy with excellent working knowledge of cloud computing systems and Microsoft Office suite (such as Word, PowerPoint, Excel, Outlook).
6. Maintain confidentiality and discretion of information received while performing work functions.
7. Demonstrated ability to work productively within a team but also independently.
8. Collaborative spirit with a passion for fostering regulatory excellence.
9. Demonstrated understanding of diversity, inclusion, and cultural safety and humility as they apply to professional practice & support
10. Awareness of, and commitment to, learning and understanding the Truth & Reconciliation Commission's 94 Calls to Action (2015), the *In Plain Sight* report (2020), the *Declaration on the Rights of Indigenous Peoples Act* (2019) and *Reclaiming Power and Place's* (the Missing and Murdered Indigenous Women & Girls National Inquiry's Final Report) Calls for Justice, and how they intersect across the health care system.

Salary & Benefits

1. The compensation for this position is \$65,280-\$81,600 annually based on a 37.5-hour work week.
2. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.
3. The College provides competitive compensation; an attractive paid-time off package that gives annual vacation, personal days, and extended benefits that include healthcare a defined benefit plan with the Municipal Pension Plan (MPP).
4. We have a flexible work environment that includes a hybrid work model with an



assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.