



POSITION DESCRIPTION

Position title: Coordinator, Licensure

Department: Licensure

Work arrangement: Hybrid in Vancouver or Victoria Office

Category: Full-time employee

Work hours: 37.5 hours per week

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 x̣ẉməθḳẉəỵəm (Musqueam), Sḳẉx̣ẉú7mesh (Squamish) and sə̣lilẉətạl (Tsleil-Waututh) Nations — the ləḳẉəŋən (Lekwungen) Peoples — represented today by the Songhees and x̣ẉsəpsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOḲKĒĆEN (Pauquachin), STÁ,UTẈ (Tsawout), ẈJOŁĒLP (Tsartlip), and ẈSÍKEM (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 reports: 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. Awareness of the *Health Professions Act* and *Health Professions and Occupations Act* and their application to the work of CHCPBC.
10. Awareness of the *Declaration on the Rights of Indigenous Peoples Act* (2019) and *Action Plan (2022-2027)* and their application to the work of CHCPBC, including awareness of a distinctions-based approach related to Indigenous Peoples.
11. Awareness of and commitment to learning and understanding the Truth & Reconciliation Commission's 94 Calls to Action (2015), the In Plain Sight Report's 24 recommendations specific to healthcare in BC (2020), and the 231 Calls for Justice in *Reclaiming Power and Place: National Inquiry into Missing and Murdered Indigenous Women & Girls Final Report* (2019) and how they intersect across the health care system.
12. Commitment to ongoing learning related to Indigenous cultural safety and humility.



The College values and celebrates diversity. We acknowledge the uniqueness of every individual and that employing people who reflect a spectrum of skills, background, identity, and lived experience is essential to our success. We value our employees who identify with diverse groups including but not limited to, people who self-identify as First Nations, Métis or Inuit/Inuk, Black or racialized persons, women, 2SLGBTQIA+, and gender diverse, disabled and neurodivergent people. We are committed to fostering an open, welcoming and inclusive work environment where we value and respect diverse perspectives. We aspire to employ and support our staff who are representative of the diverse BC communities which we serve.