



OSRP Liaison to CRPO

Job posting – open Thursday February 2, 2023

Deadline for applications – Sunday February 12, 2023 @ 6pm EST

Email one-page cover letter with CV (no more than 4 pages) to:

The Executive Committee at mail@psychotherapyontario.org

JOB DETAILS:

Job type: Part-Time, Contract

LOCATION: Anywhere in Ontario (remote)

JOB TITLE: OSRP Liaison to CRPO

REPORTS TO: The OSRP Board of Directors via the Executive Committee

WHILE UNDER CONTRACT, MUST JOIN & SIT ON: OSRP/CRPO Committee, QA Task Force, and any other Task Forces established by the Board of Directors that fall under OSRP/CRPO

Fee per hour, to be invoiced to OSRP on a monthly basis for immediate payment (must add HST as an additional item if Liaison has an HST #)

- \$45/hr x a maximum of 5.5 hrs week = \$247.50/week
- The 5.5hrs/week includes meeting attendance hours
- Length of term - **February 15, 2023–December 15, 2023** with possibility of renewal for a second term if mutually desired

JOB SUMMARY:

- Act as OSRP Membership's consistent representative to the CRPO
- Carefully review all CRPO documents including draft policies, Communiqués and other email announcements, minutes of Council meetings, and all CRPO Standards of Practice
- Provide policy analysis and informed recommendations to OSRP Board and OSRP/CRPO Committee
- Prepare agendas for meetings (approx every two months) with CRPO Executives e.g. Deborah Adams, CEO
- Identify areas of concern/approval or points to follow up on in CRPO meetings e.g. Deborah Adams
- Identify trends or issues (positive or negative) to present to Deborah Adams at each meeting, as applicable
- Coordinate meetings with CRPO and with OSRP/CRPO Committee, taking a leadership role in the latter
- Act as first point of contact for queries from OSRP members by receiving, managing, anonymizing and documenting all messages including emails from members sent to OSRP_CRPO@psychotherapyontario.org (formerly Ethics email address)

- Bring members' concerns (preserving anonymity unless otherwise requested by the member) to the attention of the OSRP/CRPO Cttee, the Board and then if so deemed by the Board, the CRPO. This is to be done only if members concerns are valid, e.g. not already addressed on the CRPO website
- Provide recommendations for continuous improvement initiatives for the OSRP and its Board as it relates to regulatory affairs.
- Assist with CRPO and OSRP/CRPO Cttee document/process/report development, tracking, distribution, and management
- Draft a one-page monthly OSRP/CRPO Cttee report to present to the OSRP Board at its monthly meetings (every third Friday of the month from 11am-1:30pm)
- Ensure that all OSRP activities managed by or with Liaison align with quality standards, not-for-profit best practices, and regulatory standards and guidelines.
- Specifically, manage the OSRP/CRPO QA CBA (Quality Assessment Case-Based Assessment open book exam) Task Force, to which 30+ members have offered to volunteer and/or testify, and any similar OSRP/CRPO Task Forces to be created by the OSRP Board in consultation with the Liaison

COMPETENCIES:

- Strong knowledge of and familiarity with CRPO regulations and the regulatory environment for RPs in Ontario
- Strong working knowledge of the Health Act, PHIPA and other relevant legislation, policies and procedures including Robert's Rules of Order
- Understanding of where the governance principles, the sources of law and regulation relating to the CRPO and the OSRP come from; what they require; and some of the positive and negative impacts they have on RPs, RP(Q)s, Student Members and Retired Members of the OSRP
- Substantive prior experience with a Board in the private, public, and/or voluntary/non-profit sector, acquired through Board or committee service or reporting to/or working with a Board
- Understanding of the Ontario mental health landscape, informed by the current socio-political-economic climate as well as some knowledge of the history of health regulation in Ontario
- Familiarity with and respect for more than one modality of psychotherapy

QUALIFICATIONS:

- At least three years of working as an RP(Q) and/or RP in Ontario, including any time spent working with clients as a Student under Supervision
- Currently in good standing with CRPO in any one of the following categories: RP, RP (Qualifying), RP (Inactive) and RP (Temporary)
- Preferable to have, at minimum, two years of Membership in good standing with OSRP
- Other than working as a psychotherapist, a minimum of one year of work/volunteer experience in a relevant field (e.g. policy, communications, insurance, adjudication, finance, law, corporate administration) and/or a minimum of a one-year College Advanced Diploma/Degree in a relevant field of study
- Ability to research and synthesize large quantities of specialized information (e.g. CRPO policy proposals) and strong reading and communication skills (detail-oriented)

- Ability to work independently, and the ability to work effectively in a part-time job while balancing one's own Clinical work/studies as an psychotherapist or retired psychotherapist
- The ability to create reports and make presentationS remotely
- The OSRP welcomes applications from all qualified individuals, including, but not limited to, visible minorities (racialized), persons with disabilities, Indigenous Peoples and/or persons of any gender identity and/or sexual orientation.
- The OSRP is committed to a positive, supportive and inclusive environment.

ATTRIBUTES (adapted from CRPO's Council Attributes description)

- *Committed:* Devotes the required time and energy to the role and is ambitious to achieve best possible outcomes for RPs. Prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective interventions into CRPO policies and procedures on behalf of the profession.
- *Curious:* Possesses an enquiring mind and an analytical approach, understanding the value of meaningful questioning.
- *Challenging:* Provides appropriate challenges to the status quo, not taking information or data at face value and always driving for deeper understanding of RPs' needs and more mutually-respectful relationship with CRPO.
- *Collaborative:* Prepared to listen to and work in partnership with others and understanding the importance of building strong working relationships with CRPO representatives and with OSRP Board, its staff, and its stakeholders, particularly the 11,100+ membership.
- *Critical:* Understands the value of critical collegiality which enables both challenge and support, and self-reflective, pursuing learning and development opportunities to improve their own and whole OSRP effectiveness.

NO CONFLICT OF INTEREST

Successful candidates **must** -

- Not be employed on a contract or permanent basis (past or present) with the CRPO, or be a current CRPO Council Member
- Not be a current or past Board Member of the OSRP
- Not be related by blood, adoption, close relationship or marriage, or be a client of, or a therapist or supervisor of (past or present) any member of the OSRP Board of Directors or staff, or the CRPO executives/staff
- Declare any Conflicts of Interest in their cover letter that would prevent them from being objective in exclusively serving the interests of the OSRP and its members
- Continue to declare any new Conflicts of Interest as they arise: e.g. Member "A" brings a complaint to the CRPO about Person "B" with whom the Liaison has a personal connection, such as a former client, or a family member, with Member "A" seeking support and advocacy from the Liaison--the matter would have to be transferred to the Board of Directors for any further action
- Understand that any materials they generate or purchase (paid for by OSRP) for the OSRP or CRPO while working paid hours for the OSRP is the intellectual property of the OSRP and shall be transferred to the OSRP Administrator in full both during their contact term and, in full, upon its completion

- NOTE—the above excludes any material the Liaison generates for the CRPO in their role as an individual registrant in the CRPO, such as QA essays, CBA answers, CRPO survey answers, etc.
- NOTE – Membership in another provincial or national RP organization e.g. CCPA, OAMHP, CATA etc is not a conflict that would exclude a candidate, but it must be declared, and confidential OSRP materials, policies, strategies and approaches must not be shared with any other Board, RP, or person without the prior written consent of the OSRP Executive Committee

WORKING CONDITIONS

Remote only – in person meetings not required, but can be accommodated if all parties so desire and consent (with OSRP having no obligation to pay for any travel costs without prior written approval). Must be accessible by emails and telephone, inclusive of mobile phone (in moments of great urgencies). All sensitive data stored about OSRP must be password protected. OSRP is not responsible for providing equipment (computer, laptop, fax machines, etc.), electronics (mobile phones, cameras, headphones, etc.) or office supplies (chairs, desk, cabinets, etc.).

Accommodations for job applicants with disabilities will be made available upon request.

The OSRP is actively developing anti-discrimination, anti-harassment, anti-bullying and accessibility policies, but until that time, is aware of its responsibilities under the Ontario Employment Standards Act

<https://www.ontario.ca/document/your-guide-employment-standards-act-0> and the Human Rights Code

[https://www.ohrc.on.ca/en/ontario-human-rights-](https://www.ohrc.on.ca/en/ontario-human-rights-code#:~:text=Ontario's%20Human%20Rights%20Code%2C%20the,in%20a%20protected%20social%20area)

[code#:~:text=Ontario's%20Human%20Rights%20Code%2C%20the,in%20a%20protected%20social%20area](https://www.ohrc.on.ca/en/ontario-human-rights-code#:~:text=Ontario's%20Human%20Rights%20Code%2C%20the,in%20a%20protected%20social%20area), under which it is illegal to discriminate against anyone on the basis of:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Record of offenses
- Sex (including pregnancy and breastfeeding)
- Sexual orientation.