

**Position:** Assessor  
**Location:** Ontario  
**Status:** Part-time/casual  
**Salary:** \$800 per inspection (please see additional information in 'other conditions' below)

*The Retirement Homes Regulatory Authority (RHRA) has the mandate to license and inspect Ontario's more than 770 retirement homes where over 60,000 seniors live. The RHRA is an agent for positive change, by working with the retirement homes sector to increase the protection, safety and well-being of our aging population.*

*The RHRA administers the Retirement Homes Act, 2010, which involves licensing homes, educating licensees, consumers and the public about the standards regulating retirement homes, carrying out inspections of retirement homes, and taking compliance and enforcement action as needed. The RHRA's guiding principle is that a retirement home should be a place where residents live with dignity, respect, privacy and autonomy, in security, safety and comfort and can make informed choices about their care options.*

**Do you have an inquisitive nature, grit, sound judgment and a strong work ethic? This could be the opportunity for you.**

The RHRA is seeking independent contractors from across Ontario for the flexible part-time/casual role of **Assessor** to undertake routine inspections.

**Assessors** will be responsible for inspecting, evaluating, educating, liaising, and advising on matters relating to the *Retirement Homes Act, 2010* ("the Act") and its regulations. These include the care and safety standards for retirement homes, the rights of residents, and policies and facilities for the operation of retirement homes.

Assessors will work independently to:

- Conduct inspections of retirement homes, including assessing, evaluating, and documenting evidence for the purpose of licensing and complaints processes, as well as reactive and responsive inspections, in accordance with the provisions of the Act, its regulations, and RHRA procedures;
- Keep the RHRA informed about high-risk issues arising from inspections and, as necessary, consult with the RHRA and/or other designated system partners;
- Educate retirement home operators and staff on legislative compliance requirements by providing general information or making reference to appropriate resources;
- Prepare inspection reports and, when necessary, articulate compliance-related findings during legal proceedings;
- Develop draft correspondence and reports to licensee/operators and the public; and
- Identify opportunities for the development of supports, tools, policies and programs, regarding compliance and enforcement processes.

**Minimum Qualifications:**

- 5 years' relevant, progressive and varied compliance verification and/or evaluative experience in nursing, retirement home operations, or regulatory environments.
- Bachelor's degree in a relevant discipline (nursing, public health, health sciences; advanced geriatric education, or other applicable discipline is preferred) or a combination of equivalent education and experience.
- A background in nursing, public health, and/or retirement home operations would be considered a great asset.
- Minimum driver's license class G or equivalent as recognized by the Province of Ontario (must own reliable motor vehicle).
- Knowledge and experience working with vulnerable populations including older adults, is highly desired.
- Bilingualism, French and English, written and spoken, is an asset.

**Required Competencies:**

- Advanced oral and written communication skills to effectively, assertively and diplomatically communicate with all stakeholders.
- Well-developed analytical skills, a curious nature and the ability to be both resourceful and attentive to details.
- Understanding of the rules of evidence and proper evidence collection techniques.

- Ability to effectively interpret and apply legislation.
- Excellent negotiation, problem solving and conflict resolution skills.
- Exceptional ability to perform in a high volume, politically sensitive, fluid environment with minimum supervision and to exercise initiative and sound independent judgment.
- Ability to effectively work independently while being part of a larger team.
- Ability to maintain objectivity and confidentiality during inspections.
- Ability to lead/manage an inspection, with demonstrated success conducting interviews.
- Computer proficiency utilizing Microsoft Office productivity tools, including Word, Outlook and Internet search capabilities.

**Other Requirements:** Assessors must provide a recent vulnerable sector screening report. Must have your own phone and computer with adequate internet connectivity to transmit data electronically and securely. Must abide by strict confidentiality and privacy requirements. Assessors will be required to remit their statutory payments and are responsible for their own insurance and liability coverage.

**Other Conditions:** This position requires willingness to travel extensively and on short notice usually in an assigned region, and may require travel to other parts of Ontario. Occasional irregular work hours during weekends and public holidays may also be required. Moderate physical activity will be required during inspections, primarily walking throughout retirement homes. A separate flat rate will be paid for training activities. The flat rate of \$800 per inspection includes all expenses (travel, meals, parking, home office set up). An inspection includes pre-inspection work, the inspection itself and any follow up reporting requirements.

*Interested individuals should submit their application (**letter of interest and updated CV**) to [inspections@rhra.ca](mailto:inspections@rhra.ca).*