



College of
Massage
Therapists of
Ontario

CAREER OPPORTUNITY

COORDINATOR, PROFESSIONAL PRACTICE

WHO WE ARE

The **College of Massage Therapists of Ontario (CMTO)** regulates Registered Massage Therapists (RMTs) and exists to protect the public interest. By ensuring that RMTs maintain professional Standards of Practice and are held accountable for their conduct, CMTO protects the public's right to receive high quality, safe and ethical Massage Therapy treatment. The College operates in a non-unionized environment and is conveniently located near transit in midtown Toronto.

ABOUT THE ROLE

Under the supervision of the Manager, Professional Practice, the Coordinator provides administrative, monitoring and registrant (RMT) support for peer assessment, continuing education/professional development requirements and self-assessment tool processing.

KEY DUTIES AND RESPONSIBILITIES

- Provide front-line support to registrant (RMTs) inquiries.
- Monitor registrants' progress in completing continuing education requirements and issue correspondence outlining requirements and timelines.
- Review submitted continuing education/ professional development documentation for completeness.
- Update files and information systems for registrant-submitted documents and other details relative to the Quality Assurance (QA) program.
- Assist with scheduling peer assessments and coordinate logistics for webinars and other education sessions as required.
- Schedule meetings, coordinate requirements, distribute meeting materials to CMTO's QA Committee and record meeting minutes.
- Compile statistics and prepare reports.
- Provide relief for Reception and ad hoc support as needed.

SKILLS

- Knowledge and experience in interpreting and applying legislative requirements and internal policies and procedures.
- Proven ability to manage and deliver on multiple and competing priorities.

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1867 Yonge Street, Suite 810
Toronto, ON M4S 1Y5

Phone: 416.489.2626

Toll-free (in Ontario):
1-800-465-1933

cmto@cmto.com



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- Ability to listen critically and actively understand needs.
- Demonstrated critical thinking, judgment and problem-solving skills with strong attention to detail.
- Excellent verbal and written communication skills.
- A self-starter and collaborative team player with the ability to work with minimal supervision.
- Advanced proficiency with Microsoft Office suite, databases and case management tools.
- Fluency in French considered an asset.

QUALIFICATIONS

- Post-secondary education and minimum of 2 years' experience in an administrative or program support role within a non-profit, health and/or regulatory environment. A combination of education and experience will be considered.
- Knowledge of quality assurance programs in a health or regulatory environment, the *Regulated Health Professions Act, 1991* (RHPA) and the *Massage Therapy Act, 1991* (MTA).
- Experience in a quality assurance program support role is an asset.
- Experience working with elected and appointed Councils/Boards and Committees is an asset.
- Fluency in French is an asset.

INTERESTED?

To be considered for this role, please forward your resume and cover letter to resumes@cmto.com on or July 13th, 2018. **Please state the Job Posting Title in the Subject Line of the email.**

We thank all applicants for their interest in CMTO. Please note, only applicants selected for an interview will be contacted.

The College of Massage Therapists of Ontario promotes diversity in the workplace and is committed to ensuring that its recruitment and other personnel activities are fair and equitable. Accommodations are available at all stages of the employment cycle upon request.

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