



College of
Massage
Therapists of
Ontario

CAREER OPPORTUNITY

MANAGER, REGISTRATION

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 general direction of the Director, Registration Services, manages the day-to-day operations of the Registration department to ensure the College fulfills all regulatory requirements in an efficient manner and supervises the activities of the Coordinators.

KEY DUTIES AND RESPONSIBILITIES

- Provide support to the Director in the development of short- and long-term department plans and in identifying process and technology improvement initiatives.
- Assist the Director in developing the annual departmental budget and in monitoring and managing actual expenses versus budget.
- Provide recommendations to the Director regarding continuous quality improvement initiatives for departmental processes.
- Provide administrative support to the Registration Committee.
- Assist the Registration Committee in making well-informed, fair, objective and timely decisions in compliance with department policies and protocols and assist with the drafting of decisions and reasons.
- Organize orientation and training sessions for Committee members to ensure adequate training and preparation.
- Supervise, coach and mentor department staff
- Provide oversight to the planning and execution of the College's examination and registration processes.
- Develop and regularly review/update website content relative to Registration; prepare email blasts and other mass communications to registrants.
- Participate and/or lead cross-functional teams and task forces as required to resolve registration and certification issues.

College of Massage Therapists of Ontario

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

Phone: 416.489.2626

Toll-free (in Ontario):

1-800-465-1933

cmto@cmto.com



College of
Massage
Therapists of
Ontario

SKILLS

- Organizational, time management and planning skills and proven ability to manage and deliver on competing priorities.
- Team building, staff coaching and development.
- Critical thinking, judgment and problem-solving.
- Communication skills: strong verbal and written, ability to convey complex messages in plain language.
- Project Management skills: planning, managing and executing projects.
- Advanced proficiency with Microsoft Office suite, learning tools and applications.
- Fluency in French would be considered an asset.

QUALIFICATIONS

- University degree in business management or public policy administration and a minimum of 3 years of experience in a leadership role in a regulatory body or related field. A combination of education and experience will be considered.
- Health sector experience an asset.
- Current and comprehensive knowledge of the *Regulated Health Professions Act 1991*, the *Massage Therapy Act, 1991* and other relevant legislations and regulations
- Knowledge of registration and certification processes in a regulatory environment.
- Knowledge/experience in interpreting and implementing legislative requirements and internal policies and procedures on a daily basis.
- Experience working with elected and appointed Councils/Boards and Committees.

INTERESTED?

To be considered for this role, please forward your resume and cover letter to resumes@cmto.com on or January 25, 2019. **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.

College of Massage Therapists of Ontario

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

Phone: 416.489.2626

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

cmto@cmto.com