



College of
Massage
Therapists of
Ontario

CAREER OPPORTUNITY

MANAGER, 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

CMTO is seeking a Manager, Professional Practice to primarily manage the operations and development of the Quality Assurance Program including self-assessments, peer assessments, continuing competency/professional development requirements and education to fulfill the College's legislated regulatory requirements. The Manager also provides the team with general direction, sets priorities and ensures performance management practices.

KEY DUTIES AND RESPONSIBILITIES

Reporting to the Director, Professional Practice, you will:

- Oversee the day-to-day operations of the department inclusive of establishing program workflows, operating procedures, problem-solving around non-compliance and monitoring of remediation cases.
- Be responsible for performance planning, review, evaluation, coaching, mentoring and development of staff.
- Supervise the work of staff and external contractors to ensure legislated and contractual requirements are satisfied.
- Participate in and/or lead cross-functional teams and task forces as required to resolve professional practice issues.
- Assist the Quality Assurance Committee (QAC) by providing orientation and education, identifying issues to be reviewed and deliberated by QAC and communicating outcomes to stakeholders.
- Respond to inquiries from RMTs regarding professional practice matters and the QA program.
- Participate in delivering and facilitating training courses/learning activities.

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

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SKILLS

- Organization, time management and planning skills with proven ability to manage and deliver on multiple and competing priorities.
- Ability to deal with sensitive and confidential issues using well-developed discretion, professionalism and judgement.
- Exemplary communication skills, both verbal and written.
- Self-starter with the ability to work with minimal direction and supervision.
- Strong attention to detail.
- Strong interpersonal skills, a collaborative team player.

QUALIFICATIONS

- Post-secondary degree in healthcare or related discipline and minimum of 3 years of experience in a leadership role in Quality Assurance Program administration or related field. A combination of education and experience will be considered. Health sector experience would be considered a definite asset.
- Knowledge of quality assurance programs, the *Regulated Health Professions Act, 1991 (RHPA)* and the *Massage Therapy Act, 1991 (MTA)*.
- Proven ability to lead teams and manage processes.
- Previous experience working with Councils, Boards and/or Committees would be considered an asset.
- Knowledge and experience in interpreting and implementing legislative requirements and internal policies and procedures.
- Advanced proficiency with Microsoft Office suite, databases, and case management tools.
- Fluency in French would be considered an asset.

INTERESTED?

To be considered for this role, please forward your resume and cover letter to resumes@cmto.com on or before March 26th, 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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