



College of  
Massage  
Therapists of  
Ontario

# CAREER OPPORTUNITY

## COORDINATOR, PROFESSIONAL PRACTICE (12-MONTH MATERNITY LEAVE CONTRACT)

### 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.

### WORKING @ CMTO

This is a full-time contract position covering a 12-month maternity leave. *Please note that this role is temporarily 100% work from home to mitigate the risk of potential community spread of COVID-19 and protect the safety of our team.* When it is safe to resume onsite operations, our office is located in midtown Toronto, conveniently located just steps from the Davisville subway station.

Our team is collaborative and respectful, with high emotional intelligence and a strong dedication to our mission.

If you are in search of a dynamic program support role that promotes professional accountability, then we can't wait to meet you!

### ABOUT THE ROLE

Under the supervision of the Manager, Professional Practice, the Coordinator, Professional Practice provides administrative, monitoring, and registrant (RMT) support for the Quality Assurance program, including peer assessments, and continuing education/professional development requirements.

### KEY DUTIES AND RESPONSIBILITIES

- Provide front-line and remote support to registrant (RMTs) inquiries.
- Monitor registrant compliance and 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, analyzing data to identify trends in QA program.
- Provide relief for Reception and engage in shared responsibilities of Coordinator group.
- Participate in cross-functional project teams and provide ad hoc support, as needed.

#### 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](mailto:cmto@cmto.com)



College of  
Massage  
Therapists of  
Ontario

## SKILLS

- Knowledge and experience in interpreting and applying legislative requirements and internal policies and procedures.
- Advanced proficiency with Microsoft Office suite, databases, and case management tools.
- Familiarity with learning management systems
- Proven ability to manage and deliver on multiple and competing priorities.
- Ability to listen critically and actively understand needs of the organization, registrants, and other relevant stakeholders including contractors and committee members.
- 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.
- 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.
- Experience with or demonstrated knowledge of the Regulated Health Professions Act, 1991 (RHPA), the *Massage Therapy Act*, and other relevant legislation.
- Experience in office administration or project coordination role is an asset.
- Minimum 1-year experience working with elected and appointed Councils/Boards and Committees preferred.

## INTERESTED?

To be considered for this role, please forward your resume and cover letter to [resumes@cmto.com](mailto:resumes@cmto.com) on or by October 29, 2021. **Please state the job posting title and your name in the subject line of the email.**

*CMTO is dedicated to championing accessibility, diversity and equal opportunity and welcomes all applicants including but not limited to: all religions and ethnicities, persons with disabilities, LGBTQ2S+, BIPOC persons, racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, and others who may contribute to the further diversification of ideas.*

*We thank all applicants for their interest in CMTO. Please note, only applicants selected for an interview will be contacted. To support physical distancing, all recruitment activities including interviews and onboarding will be conducted virtually. Thank you for your patience and understanding during these challenging times.*

*CMTO is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [resumes@cmto.com](mailto:resumes@cmto.com).*

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.*

### 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](mailto:cmto@cmto.com)