

CAREER OPPORTUNITY

Compliance Specialist (14 Month Contract)



WHO WE ARE

The College of Massage Therapists of Ontario (CMTO) is a progressive regulatory body dedicated to protecting the public interest by upholding the highest standards for Registered Massage Therapists (RMTs). We hold RMT's accountable for providing safe, ethical, and high-quality Massage Therapy care to the public.

At CMTO, we are dedicated to excellence in protecting the public interest, guiding registrants, and promoting the highest possible quality of the practice of Massage Therapy.

WORKING @ CMTO

This full-time, 14-month contract position offers a competitive annual salary and a comprehensive benefits package. At CMTO, we foster a collaborative team culture and a strong commitment to our mission. Our flexible, remote-first work environment allows staff to work remotely most of the time, while our office—located centrally, steps from TTC—is available when needed.

If you are looking to build a meaningful career in a highly varied role within a non-profit, regulatory organization, we want to meet you!

ABOUT THE ROLE

Under the direction of the Manager, Compliance, the Compliance Specialist, is responsible for the oversight and monitoring of organization-wide compliance activities (e.g. Specified Continuing Education and Remediation Programs (SCERPs), Terms, Conditions and Limitations (TCLs) and Undertakings, etc.).

KEY DUTIES

- Engage and support Compliance staff to develop, draft and implement new policies and processes to address emerging needs or best practices
- Ensure compliance templates, forms and documentation remain current and well maintained.
- Monitor compliance matters including Specific Continuing Education and Remediation Programs (SCERPs), Terms, Conditions and Limitations (TCLs), Undertakings and other compliance requirements and ensure compliance activities are completed in accordance with legislative and procedural requirements.
- Analyze non-compliance and identify next steps to address outstanding issues and ensure that compliance requirements are followed
- Liaise with external stakeholders involved in monitoring compliance, as required.

- Oversee administration of compliance related programs and internal remediation initiatives, including CMTO workshops.
- Lead and participate in departmental and College wide projects aimed at improving compliance processes, operational effectiveness and service delivery.
- Maintain the Public Register for compliance related matters in accordance with legislation and CMTO bylaws.
- Collaborate with team members in Professional Conduct to review proposed penalty orders and undertakings.
- Guide Compliance staff in responding to inquiries in accordance with legislation and CMTO policies.
- Create statistical reports, performance metrics and operational summaries for support management reporting and strategic planning.
- Analyze data to identify characteristics and consequences of non-compliance and develop mechanisms to prevent future non-compliance.
- Assist the Manager, Compliance in providing appropriate Funding for Therapy Program details to internal and/or external stakeholders, as requested.

SKILLS

- Exceptional time management and organizational skills.
- Excellent verbal, written and attention to detail skills.
- Strong Interpersonal skills: collaborative, team player.
- Self-starter and the ability to work with minimal supervision.
- Conscientious and detail oriented.
- Flexible, resilient, and resourceful in dealing with organizational change and shifting priorities.
- Ability to exercise tact and discretion when handling sensitive and/or confidential matters.
- Proficient with case management systems, Microsoft Office Applications, Adobe Acrobat and virtual collaboration platforms.

QUALIFICATIONS

- University degree and 5 years' experience in a compliance role within a regulatory or similar environment. equivalent combination of education and experience may be considered.
- Experience working for a health regulatory body is preferred.
- Fluency in French is an asset.

LIFE at CMTO

Compensation and Time Off

- Hiring salary: \$80,000–\$95,000
- 15 vacation days plus flex days
- Office closure every year from December 25 to January 1

Benefits & Support

- Group benefits starting on your first day
- Health Care Spending Account

Work Environment

- Remote-first workplace with occasional in-office expectations
- Collaborative, collegial team culture
- Office located at 175 Bloor Street East, Toronto with easy transit and parking access

INTERESTED?

To be considered, apply online or via email to resumes@cmto.com on or before September 8, 2026. Please state the job posting title and your name in the subject line of the email.

Artificial intelligence is not used to screen, assess, or select applicants for this role. Recruiters may use AI-supported tools only to help identify potential candidates on public platforms. All application reviews, assessments, and hiring decisions are made by people in accordance with Ontario employment and human rights laws.

CMTO is committed to equity, diversity, inclusion, and equal opportunity. We welcome applicants from all communities, including people of all religions, ethnicities, and racial backgrounds. persons with disabilities. LGBTQ2S+ communities. women. Indigenous Peoples. and anyone who may contribute to the diversity of perspectives within our organization.

CMTO upholds the Accessibility for Ontarians with Disabilities Act (AODA). We work to ensure that our recruitment, assessment, and selection processes are accessible and will provide accommodations upon request. If you require accommodation at any stage of the hiring process, contact resumes@cmto.com.

We thank all applicants for their interest. Only those selected for an interview will be contacted. Most recruitment activities, including interviews and onboarding, may be conducted virtually.