



The College of Optometrists of Ontario is the self-regulatory authority responsible for registering (licensing) and governing optometrists in Ontario. The College's authority and limitations of its powers can be found in legislation including the Regulated Health Professions Act and the Optometry Act.

COORDINATOR, QUALITY PROGRAMS (One-year Contract Position)

The College of Optometrists of Ontario is seeking a stakeholder-focused team player to join the organization in the temporary role of **Coordinator, Quality Programs**. If you pride yourself on your project management and organizational skills and are seeking an opportunity that is focused on quality, productivity, and continuous improvement, this may be a fit for you!

In this role, you will provide staff administrative support to the Quality Assurance Panel of the Quality Assurance Committee, ensuring timely communication and coordination of all activities and actions including minute-taking and updating a quality assurance member database. Using your technical knowledge and research skills, you will monitor the programs, practices and government policy/legislation on optometric practice relevant to the assigned area of responsibility.

You will be tasked with maintaining effective relationships with members, other stakeholders and outside organizations. Your problem-solving and decision-making skills will help you contribute to team effectiveness and College success, including the achievement of strategic goals particularly relevant to the assigned areas of responsibility.

QUALIFICATIONS

- » University Degree or Community College Diploma, preferably in Health Care Administration, and a minimum three years' relevant experience in a professional healthcare work environment.
- » Experience working with a volunteer board of directors and providing committee support in a non-profit organization.
- » Excellent communication skills including superior writing skills, presentation skills, and ability to assimilate legislation/law; excellent interpersonal skills.
- » Excellent research, analytical and proven organizational and project management skills.
- » Experience working in quality assurance for a regulatory college, an asset.
- » Proficient computer skills including the use of Microsoft Office (Outlook, Word, Excel, PowerPoint) including mail merge, Adobe Acrobat, and database software.
- » Ability to work independently as well as collaboratively, to prioritize and manage different and varied tasks simultaneously, and meet deadlines.

HOW TO APPLY

Please submit your resume and cover letter to optom@hrassociates.ca by the deadline of Friday, September 7th, 2018. Please note that applications will be assessed on a rolling basis. If you have any questions about the position, please call Sana at 416-237-1500 x.222 or email sana.mahmood@hrassociates.ca.

If you require any accessibility accommodations to participate fully in the recruitment process, please email accessibility@hrassociates.ca.

