



*The College of Optometrists of Ontario is a self-regulatory authority responsible for registering (licensing) and governing optometrists in Ontario. Optometry has been regulated in Ontario since 1919 and is guided by legislation including the Regulated Health Professions Act and Optometry Act. The College's mission is to regulate Ontario's optometry profession in the public interest. The College uses its authority to guide the profession in the delivery of safe, ethical, progressive and quality eye care at the highest standards. Its vision: A leading regulator focused on safe eye care and progressive practice.*

## **MANAGER, QUALITY PROGRAMS (18-Month Contract Position)**

The College of Optometrists of Ontario is seeking a highly motivated team player to join the organization in the temporary role of **Manager, 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!

### **Key Duties and Responsibilities**

In this role, you will provide administrative support to the Quality Assurance Panel and Quality Assurance Committee, as well as any associated ad hoc or subcommittees, ensuring timely communication and coordination of all activities, including preparing briefing notes, taking minutes, and updating the member database. Using your technical knowledge and research skills, you will monitor optometric programs, practices, and government policy/legislation relevant to the assigned area of responsibility. You will manage the day-to-day operations of the quality assurance program. This includes establishing program workflows, operating procedures, problem-solving around non-compliance, monitoring of remediation cases, and the continuing education program. You will also be a member of the Senior Management Team which includes whole College leadership and contribution.

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

### **Skills and Qualifications**

- University Degree or Community College Diploma, preferably in Health Care Administration, and a minimum three years' relevant experience in a professional health care work environment.
- Experience working with a volunteer board of directors and providing committee support in a nonprofit organization.
- Excellent communication skills including superior writing, presentation, and interpersonal skills, as well as the ability to assimilate legislation/law.
- Excellent research and analytical skills.
- Proven organizational and project management skills.
- Experience working in quality assurance for a regulatory college is considered an asset.

- Proficient computer skills including the use of Microsoft Office (Outlook, Word, Excel, PowerPoint), Zoom, Microsoft Teams, 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.

The College offers competitive compensation, based on experience.

### **More about the College**

We are a small, professional team that promotes collaboration and work-life balance. The College is in midtown Toronto near the subway. Our staff is currently working remotely.

### **How to Apply**

Qualified candidates interested in this opportunity are asked to send a cover letter and resume to [optom@hrassociates.ca](mailto:optom@hrassociates.ca) by Friday, July 9.

Questions about the position or the recruitment process can be directed to Luciana Da Silva of HR Associates at 416-237-1500, ext. 266, or [Luciana.DaSilva@hrassociates.ca](mailto:Luciana.DaSilva@hrassociates.ca).

The College is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender. Accommodations are available on request.

Applications will be assessed on a rolling basis. We thank all applicants, however, only those selected for an interview will be contacted.