

Registration and CCP Associate

ABOUT THE CMLTA

The College of Medical Laboratory Technologists of Alberta (CMLTA) is the regulatory body for Medical Laboratory Technologists (MLTs) employed in Alberta. The CMLTA protects and serves the public, patients, and our Regulated Members by setting entrance to practice requirements, creating, and enforcing a Continuing Competence Program (CCP), and instituting a formal process for the adjudication of complaints of unprofessional conduct. Professional regulation is one measure to assure MLTs provide safe, competent, and ethical healthcare services.

EMPLOYMENT TERM

This is a 1-year fixed term appointment. Position is currently a hybrid working arrangement (in-office with the ability to work from home).

THE ROLE

In keeping with the Mission, Vision, and Values of the CMLTA, and under the direct supervision of the Executive Director, the Registration and CCP Associate helps ensure members receive guidance with registration and CCP processes. This position also provides administrative support for registration and CCP as required.

KEY RESPONSIBILITIES

The ideal candidate will find success in this position by employing a passionate, committed, and consistent approach to members and their professional development. **A key function of this role is to provide excellent communication and customer service skills with a focus on building and maintaining relationships.**

- **Registration** – process applications and provide renewal support
- **CCP** – provide support to registrants with completing their online CCP, internal audit support, coordinates webinars and in-person education sessions as required
- **Education & Facilitation** – create documents and presentations to support with the renewal process and the CPP process, act as an advisor and provide information and education to members, facilitate member sessions when required
- **Member Database** – troubleshoot, direct, educate and advise members on the database functions and accurate and timely management of database, including liaising with provider to make changes as required
- **Other** – communicates with internal/external stakeholders, provide administration support to the Deputy Registrar and Registration Coordinator as required, acts as back-up to the Office Assistant when necessary

SKILLS & ABILITIES

Independent, resourceful, and proactive, you are a compassionate problem-solver who thrives in a fast-paced, exciting, and dynamic professional working environment. When faced with a new challenge, you have the ability to navigate the unknown, identify practical solutions that make a difference, and work with the team to reach collaborative outcomes and decisions, while being practical, adaptable, and flexible.

QUALIFICATIONS

- High School Diploma
- Minimum three (3) years' office experience
 - *Regulation or another complex health related field would be an asset*
 - *Facilitation experience with an understanding of the principles of adult learning would be an asset*
- Minimum one (1) year database experience
- Advanced use of technology including word processing and telecommunications

OTHER INFORMATION

- 1-year fixed term contract
- 37.5 hours of work per week (Monday to Friday)
- Evening and weekend work may be required for which time off in lieu will be provided in accordance with CMLTA policies
- Satisfactory professional and police check

HOW TO APPLY

Please email your cover letter and resume to hr@cmlta.org. Applications will be accepted until July 15, 2022.

CMLTA is an equal opportunity employer. We thank all applicants for their interest; only short-listed candidates will be contacted.