



CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne des
organismes de réglementation
de la physiothérapie

JOB TITLE: CREDENTIALLING ASSISTANT

WHAT WE DO:

The Canadian Alliance of Physiotherapy Regulators (CAPR) is the pan-Canadian federation of provincial and territorial physiotherapy regulators whose mission it is to support the physiotherapy community in protecting the public. CAPR assesses the education and qualifications of all internationally-educated physiotherapists; it administers the national Physiotherapy Competency Exam for all candidates, whether Canadian-educated or internationally-educated; and it supports Canadian physiotherapy regulators through knowledge brokering and policy services.

WHAT WE NEED:

We are seeking full-time Credentialling Assistant for 12 months (Contract) with the possibility of renewal.

POSITION SUMMARY:

Reporting to the Manager, Credentialling, the Credentialling Assistant supports the Credentialling Program by assisting in the smooth operation of CAPR's intake and credential assessment service.

KEY RESPONSIBILITIES:

The Credentialling Assistant:

- Supports the Client Services Coordinator, Credentialling in processing applications and supporting documentation.
- Supports the Credentialling Officers in managing applicant files and processing assessment documentation.
- Reviews and processes incoming mail for the Credentialling Team.
- Provides administrative support to credentialling program operations by:
 - Preparing photocopies, scans, creating folders, sorting and preparing outgoing correspondence as required; and
 - Maintaining filing systems, tracking systems and databases as required.
- Maintains accurate records of client document processing.
- Adheres to CAPR Policies and Procedures and escalates issues to the Client Services Coordinator, Credentialling Officer and/or the Manager, Credentialling as appropriate.
- Performs other duties as assigned by the Manager, Credentialling.



CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne des
organismes de réglementation
de la physiothérapie

KEY COMPETENCIES:

- Works well independently and can adapt to different training/mentoring styles;
- Ability to remain focused with exceptional attention to detail;
- Possesses excellent verbal and written communication skills.

QUALIFICATIONS:

- Post-secondary diploma/degree with a focus in Business or Administration preferred
- Experience in data entry
- Experience in office administration and records/document management
- Demonstrated proficiency in Adobe and Microsoft Office programs including Outlook, Excel, Word and Teams
- Proficient with databases with a knowledge of Access and iMiS preferred
- Fluency in English required, with a fluency in French an asset.

To apply, please respond with a **resume and cover letter in PDF format** outlining the qualifications and experience you would bring to this position by September 7, 2021.

Canadian Alliance of Physiotherapy Regulators
1243 Islington Avenue, Suite 501, Toronto, Ontario M8X 1Y9
Email: Resume@alliancept.org

We thank all applicants for their interest in this opportunity, however only those under consideration will be contacted. No employment agencies please.

For more information, please visit our website at www.alliancept.org

CAPR is committed to fair and accessible employment practices and we are committed to providing accommodations for persons with disabilities. If you require accommodations to apply for this opportunity, require this posting in an additional format, or if contacted for an interview and require accommodation during any stage of the recruitment process, please contact us at the email below. We will work with all applicants to determine appropriate accommodation for individual accessibility needs.