



## Employment Opportunity

<b>Employer:</b>	The British Columbia College of Social Workers (BCCSW)
<b>Position Title:</b>	Inquiry Counsel
<b>Reports To:</b>	Registrar
<b>Status:</b>	Full-Time (Hybrid)
<b>Closing Date:</b>	Open Until Filled

*Qualified applicants from equity seeking groups are strongly encouraged to apply.*

As a regulatory body for Social Workers in British Columbia, BCCSW acts within its statutory authority to develop and administer policies, procedures and practices that reflect the mandate of the College, which is to serve and protect the public by superintending the practice of social work in British Columbia. Founded in 2008, BCCSW is governed by a 12-member Board comprised of four public members and eight elected members from over 5,500 province wide registered social workers.

### **General Overview:**

Working under direction of the Registrar, the Inquiry Counsel ensures the mandate of the BCCSW is upheld, serves to protect the public, and maintains the integrity of the Social Workers Act at all times. This position is primarily focused on carrying out and improving the functions and duties of the inspections, inquiries and discipline components of the *Social Workers Act*.

### **Statutory Accountability:**

- Ensure that the operations of the College achieve the mandate (duty and objects) as set out in the *Social Workers Act* while seeking to maintain the highest standards of social work practice.
- Act within the laws of the Province of British Columbia as they relate to professional regulation and specifically the regulation of social workers under the *Social Workers Act*, Social Workers Regulation, and Bylaws of the College.

### **Primary Job Duties and Activities:**

- Provide advice and oversight on the intake, processing and investigation of complaints
- Review evidence and provide advice and recommendations to committee members on sufficiency of evidence, avenues of further investigation, and appropriate file resolution
- Negotiate and draft complaint resolution agreements
- Instruct outside counsel concerning discipline proceedings
- Provide advice and insight to the Registrar and senior leadership team on legal matters concerning inspections, inquiry and discipline

- Supervise, manage and accurately maintain administrative systems of the inquiry program, including information, records, and equipment
- Provide leadership and proactively identify systemic improvement opportunities
- Work with interdepartmental teams on interdepartmental projects
- Clarify and implement operational and policy aspects of systemic improvements
- Build relationships with external stakeholders concerning accessible and culturally competent complaints processes
- Work alongside the senior leadership team to execute and implement the College strategic priorities and outcomes
- Represent the College in a professional manner to external parties including, but not limited to, government, ministerial staff, social work bodies, registrants, other regulatory bodies, and other concerned individuals and organizations
- Performs other related duties as assigned.

### **Indigenous Relations Behavioural Competencies:**

*BCCSW staff are supported to learn and demonstrate the following Indigenous Relations Behavioural Competencies commensurate with their experience and role at the College.*

1. Understanding one's thoughts, feelings, values and background through *self-discovery and awareness* including how one's thoughts, feelings, values and background impact the success of their interactions and relationships with Indigenous peoples.
2. Increasing one's ability to build and maintain respectful and effective relationships with Indigenous peoples through *sustained learning and development* including direct exposure to cultural and community ways and being willing to learn how diverse ways of thinking and acting can ensure the success of the College.
3. The ability to work respectfully, knowledgeably, and effectively with Indigenous peoples through *cultural agility* including creating a sense of safety and by transforming feelings of nervousness or anxiety into curiosity and appreciation.
4. Championing the achievement of intended, real change that meets the enduring vision of Indigenous self-determination in British Columbia through *change leadership* including learning from elders and leaders, routinely energizing the change process, and removing barriers to change.

### **Qualifications:**

- Law Degree from a recognised University
- Current member in good standing of the Law Society of British Columbia or eligible for membership
- At least 5 years of practice experience including significant experience in administrative law
- At least 2 years of leadership experience

- Experience analyzing and writing comprehensive research, position, and policy papers/reports
- Knowledge of administrative law and professional regulation
- Knowledge of the quasi-judicial roles and responsibilities of boards and committees

### **Skills and Abilities:**

- Self-directed, meticulously organized, and excellent time management skills
- Results oriented to departmental and organizational strategic goals
- Demonstrated strong communication skills across written, verbal, and virtual platforms
- Demonstrated research and analytic skills including but not limited to program evaluation
- Demonstrated ability to manage multiple demands and pivot when project priorities and deadlines change
- Quickly fosters respectful and collaborative working relationships
- Proactively identify, analyze, and communicate solutions to address systemic problems
- Demonstrated ability to respectfully and effectively navigate systems with competing priorities
- Proficient computer skills with database management, word processing, spreadsheet, and graphics with Microsoft Office
- Sound ethical and professional reputation
- Ability to perform the duties of the position.

### **What We Offer:**

The salary range for this position is \$105,000 - \$110,000. We are also pleased to offer vacation, extended health and dental benefits, a RRSP matching program and support for ongoing professional development.

### **How to apply:**

To express interest in this position, send email with resume to [office.coordinator@bccsw.ca](mailto:office.coordinator@bccsw.ca)

While the BCCSW sincerely appreciates all applications, only those candidates selected for interview will be contacted.

BCCSW is an equal opportunity/affirmative action employer committed to an inclusive and diverse workplace. All qualified applicants will receive consideration for employment regardless of race, colour, citizenship status, national origin, ancestry, sex gender (including gender expression and gender identity), sexual orientation, age, weight, religion, creed, disability status, or any other basis prohibited by law.