

Employment Opportunity **Registration Coordinator**

Employer: The British Columbia College of Social Workers (BCCSW)
Position Title: Registration Coordinator
Reports To: Assistant Manager, Registration
Position: Full-Time

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

As the 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:

Reporting to and working closely with the Assistant Manager, Registration, the Registration Coordinator is responsible for coordinating applications for BCCSW's prospective registrants and helping existing registrants maintain professional registration in accordance with the *Social Workers Act*, Social Workers Regulation, BCCSW bylaws and other applicable legislation. This position primarily carries out functions and duties related to processing applications for prospective registrants and supporting existing registrants to ensure their compliance with annual requirements such as the Continuing Professional Development (CPD) program and registration renewals.

Primary Job Duties and Activities:

- Processes both standard and non-standard applications for prospective registrants according to BCCSW bylaws and policies
- Assists prospective registrants with any inquiries related to registration, including eligibility requests and interpretation of registration requirements
- Responds to inquiries from existing registrants on various subject areas including, but not limited to, CPD, renewals, reinstatement, and change of registration status

- Compiles, submits, and tracks criminal record check authorizations and results pursuant to the *Criminal Records Review Act*
- Fulfills verification of registration/licensure and letter of good standing requests from current or former BCCSW registrants
- Ensures the registrant database contains full and accurate information about registrants
- Provides organizational support to BCCSW, including organizing staff events
- Assists the Manager, Registration and the Assistant Manager, Registration with other related tasks
- Performs other related duties as assigned

BCCSW 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.

- 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.
- 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.
- 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.
- 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.

Education and Work Experience:

- Minimum of 2 years of experience (preferred) working in an office-based environment, providing administrative support relevant to duties of this position
- Bachelor's degree (preferred)
- Preference for candidates with relevant experience in registering individuals into a regulatory body or like entity



- Proficient with Microsoft Office products and database management systems
- Experience in independently coordinating applications in a timely fashion
- Experience interpreting laws, bylaws, and policies (preferred)
- Experience in clearly communicating with various stakeholders
- Experience in communications regarding legislation, regulations, bylaws and policies (preferred)
- Understanding of professional regulatory functions

Personal Characteristics:

- Detail oriented with strong organizational skills
- Solid oral and written communication skills
- Client-focused personality with the ability to solve problems for clients within legal boundaries
- Ability to manage multiple tasks in a timely manner
- Team player who can also work independently and take initiatives

Working Relationships and Contacts:

- BCCSW prospective and existing registrants
- External stakeholders
- BCCSW board, committee members and staff

How to apply:

To express interest in this position, send email with resume to office.coordinator@bccsw.ca

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