



Employment Opportunity

Employer: The British Columbia College of Social Workers (BCCSW)
Position Title: Office Administrator, Professional Practice
Reports To: Director, Professional Practice
Status: Full-Time
Closing Date: 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 5,000 province wide registered social workers.

General Overview:

Reporting to the Director for Professional Practice, the Office Administrator supports technical logistics to ensure Professional Practice operates smoothly and efficiently. Duties include creating processes, overseeing administrative procedures, improving office services, and implementing communication procedures.

Primary Duties and Activities:

- Coordinate the day-to-day clerical tasks within the department
- Respectfully provide general support to registrants and the public
- Coordinate education materials for the public, community partners, and the Board
- Meticulously and efficiently organize and collate the professional practice elements in registration application packages
- Create and implement the administrative duties related to identifying and analyzing regulatory trends across registrant queries and registration application packages.
- Support public education events in collaboration with other departments as needed
- 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:

- 2 - 5 years administrative assistance experience
- Proficient in Microsoft suite of programs and Adobe required
- Administrative Professional Certificate preferred
- Indigenous Cultural Safety Certificate preferred

Skills and Abilities:

- Self-directed, meticulously organized, and excellent time management skills
- Results oriented to departmental and College strategic goals
- Prepare documents, write plans, execute meeting minutes, strategically communicate
- Demonstrated ability to manage multiple demands and pivot when project priorities and deadlines change
- Establish and maintain respectful and collaborative working relationships with relevant community organizations and stakeholders
- Excellent problem solving and conflict resolution skills
- Ethical behaviour in all aspects of the job in particular with confidential information
- Ability to perform the duties of the position

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.