



Employment Opportunity

Employer: The British Columbia College of Social Workers (BCCSW)
Position Title: Assistant Manager, Registration Services
Reports To: Manager, Registration Services
Position: Full-Time One Year Term
Closing Date: 01-March-2021

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 two public members and ten elected members from over 5,000 province wide registered social workers.

General Overview:

Working under direction of the Manager, Registration Services, the Assistant Manager, Registration Services is responsible for assisting BCCSW's prospective and existing registrants with their registration process 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 renewals.

Primary Job Duties and Activities:

- Coordinates 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 requirements
- Provides support to existing registrants on various matters including but not limited to CPD, renewals, change of status and verification of registration
- Ensures the registrant database contains full and accurate information about registrants
- Identifies areas for improvement for the BCCSW's internal and external IT system based on feedback from registrants
- Prepares registration packages and ensures their timely delivery to new registrants



- Assist the Manager, Registration Services with other tasks, including supervision direction and management of human resources matters
- Performs other related duties as assigned

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 system
- Experience in independently coordinating applications in a timely fashion
- Experience interpreting laws, bylaws, and policies
- 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, no later than 01-March-2021.

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