



Employment Opportunity

Employer: The British Columbia College of Social Workers (BCCSW)
Position Title: Deputy Registrar
Reports To: Registrar
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 two public members and ten elected members from over 5,000 province wide registered social workers.

General Overview:

Working under direction of the Registrar, the Deputy Registrar 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. With an oversight for regulated social work practice in BC, the Deputy Registrar will enhance social work practice while ensuring public safety. In the absence of the Registrar, the deputy assumes the duties of the Registrar.

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:

- Execute and implement the College strategic priorities and outcomes
- Supervise, manage and accurately maintain administrative systems, including information, records, finances, office, facilities, and equipment
- Create and recommend best practice Human Resources policies, procedures, and guidelines
- Supervise, direct and manage human resources
- 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

- Inform and educate registrants, public, and stakeholders of the College about social work regulation and regulatory practice issues
- Provide leadership and proactively identify systemic improvement opportunities
- Clarify and implement operational and policy aspects of systemic improvements
- 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:

- Master of Social Work degree (preferred)
- BCCSW registration or eligibility for registration (preferred)
- Extensive understanding of social work practices, ethics, and values
- Five to ten years of leadership experience (management capacity preferred)
- Proven track record of technical, relational and communication skills
- Experience working with a broad range of audiences, to coordinate and inform understanding of regulations, practice standards and code of ethics
- Experience interacting and working with boards and committees
- 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 with relevant community organizations and stakeholders
- 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

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 interview will be contacted.