

Social Worker – Professional Practice Support

Main Purpose

The Social Worker, Professional Practice Support is an internal consultant and project management role responsible for leading projects, initiatives and committee work to support the strategic goals and mandate of the Alberta College of Social Workers.

Key Responsibilities

1. Lead projects, initiatives or committees to support ACSW operational goals.

- Act as project manager for implementing assigned projects or initiatives
- Provide back up support for ACSW committee work as needed
- Contribute as a team member in staff meetings and team activities
- Represent ACSW in presentations, learning and promotional events, advocacy communications or other duties as assigned
- Participate in financial forecasting for projects as needed

2. Liaise with internal and external committees of ACSW

- Liaise with vendors and manage contracts as needed for membership supports
- Provide assistance and support to internal or external committees and partners of ACSW as assigned
- **Contribute as a team member with ACSW staff in ensuring membership supports**
- Respond to walk ins, phone calls and e-mails regarding questions and issues related to social work and/or professional membership
- Deliver ad hoc presentations or workshops to groups (i.e. student orientations, groups in various fields of practice of social work and the general public)
- Assist as a team member with screening information for membership and advocacy areas on website and requests for information distribution to social workers
- Assist with development and maintenance of ACSW social media sites

Reporting and Accountability

This position reports to the Associate Director, Professional Practice and Advocacy.

Skills and Knowledge Required

- Registered Social Worker (RSW) MSW preferred
- Experience with implementation of special projects and initiatives
- Excellent interpersonal, verbal and written communication skills
- Proficiency with Microsoft Office Suite and project management processes and tools
- Collaborative and team practice approaches
- Facilitation skills
- Experience with internal and external consulting in a related professional role an asset
- Experience with managing contracts and vendor relationships an asset

Key Performance Criteria

- Successful completion of assigned projects
- Positive team and stakeholder feedback
- Projects and activities are tracked (e.g. project management tools, procedures documented, schedules, meeting minutes etc.)
- Timelines met

Work Environment

- Occasional travel throughout Alberta is required for this position
- Hours of work may be variable with evening and weekend work required
- Works with wide diversity of stakeholders in diverse environments including social workers, support staff, public, organizations and other professionals