

## **Manager Professional Practice Support**

The Alberta College of Social Workers (ACSW) serves as the regulatory body and professional association for the social work profession in Alberta. We support membership activities that promote skilled and ethical social work practice and participate in advocacy initiatives that align with the ACSW mandate and services.

### **Main Purpose**

The Manager Professional Practice Support is a senior role with responsibility to manage professional association and membership activities of the College. Experience in working with diverse perspectives and groups along with strong teamwork and leadership skills is applied in developing supports that foster excellence in practice, member engagement, communications, promotions, and program administration. This position is responsible to lead projects to achieve results related to professional development opportunities for social workers in Alberta, supervision of a staff team as well as managing diverse aspects of advocacy and communications. A goal for the role is to influence excellence in the profession while engaging multiple stakeholders within a broad provincial scope.

### **Key Responsibilities:**

#### **1. Ensure Member Support is provided to ACSW Membership**

- Ensure leadership and coordination for internal committees and interest groups that develop from member interests including: Child and Youth, Communications, Advocate Editorial Board, Gerontological, International Social Work, Social Workers in Health, Annual Conference Committee, Social Action/Social Justice, Area Coordinators, Private Practice Committee, Sexual and Gender Diversity.
- Supervise Membership Activities support staff
- Oversee the production of quarterly magazine, *The Advocate* and ACSW Newsletters
- Oversee Annual Conference
- Oversee Area Coordinators activities including:
  - Annual Retreat
  - Holiday Events
  - Category A Workshops
  - Social Work Week Activities
- Oversee ACSW social media sites and communications
- Respond to walk ins, phone calls and e-mails regarding myriad of issues related to social work; respond to membership inquiries and concerns
- Present and/ or promote category A workshops for social workers
- Liaise with insurance provider to provide reduced insurance rates to social workers
- Work with Executive Director & Registrar to ensure clarity and transparency for members in policies, processes and communications

#### **2. Oversee promotional activities, communications and advocacy initiatives**

- Oversee all promotional activities

- Ensure screening of all information for membership and advocacy areas on ACSW website and communications
- Provide direction in screening requests for information distribution to social workers
- Provide presentations to groups (i.e. student orientations, career fairs, groups in various fields of practice of social work and the general public)
- Work closely with Executive Director/ Council, and staff team to initiate and respond to media regarding issues important to social work while striving to build capacity for advocacy within membership
- Monitor costs and obtain approval from the Executive Director for any unanticipated expenses

**3. Lead projects, initiatives or committee work to achieve ACSW operational goals related to professional practice supports for Alberta Social Workers.**

- Act as project manager to lead projects and initiatives to completion. (examples - training, workshops, resources or networks for social workers)
- Participate in performance agreement and evaluation for staff as required
- Participate in financial forecasting for projects as needed

**Reporting and Accountability**

The Manager Professional Practice Support reports to the Executive Director/Registrar. The incumbent completes an annual report of activities, ensures all interest groups/ committees complete annual reports and prepares regular update reports for Council meetings.

**Authority and Scope of Operations**

This position is required to provide strong internal and external leadership for member supports, events and communications related to professional association activities for the profession of social work in Alberta. Travel within Alberta and ability to work flexible hours (some evenings and occasional weekends) are required.

**Knowledge and Skills Required**

- Registered Social Worker (RSW) Minimum MSW Degree
- Strong organizational ability
- Significant leadership and supervisory experience (Minimum 5-7 years)
- Excellent interpersonal, verbal and written communication with proven professional writing, editing and presentation skills
- Project management experience
- Collaborative practice, community development and team processes
- Facilitation skills
- Consulting skills
- Strong grounding in theoretical approaches and understanding of diverse specializations represented within the social work profession
- Knowledge of Health Professions Act and Regulation, Standards of Practice and Code of Ethics for social workers

**Key Performance Criteria**

- Annual project plans and timelines in place
- Annual performance agreement for self and staff in place with agreed results met

- Positive feedback from Executive Director, colleagues and staff supervised
- Positive feedback from committee members, Council, internal and external partners as relevant (October 2017)