

SUBSTANTIAL EQUIVALENCY Application Employment Information Form

The *Social Work Profession Act* [Sec. 10(1)(a)(iii)] and its Regulations [Sec. 5(1)] require that existing practitioners without social work academic credentials must:

- (a) be currently employed in a capacity consistent with the applicant's functioning in the role of a social worker
- (b) have been employed in that capacity for 5600 hours within the past five years immediately prior to submitting a complete application for registration; and
- (c) provide documentation from his or her current employer that the applicant
 - (i) functions as a social worker in performing his or her current duties and responsibilities, and
 - (ii) practices social work safely, competently and ethically.

*Employment may be volunteer work and hours of work may be as a volunteer. [Reg. 5(2)]

In determining your eligibility for registration as it related to your employment, the Registrar will consider the following criteria [Regulation 5(3)]:

- (a) the extent to which the applicant is able to demonstrate his or her practical experience in the core functions of social work;
- (b) the extent to which the applicant is able to demonstrate that the length, quality and nature of his or her practical experience is sufficient for the registrar to determine competency to practice social work, having regard to
 - (i) the applicant's prior practice of social work in Manitoba or elsewhere, and

DEFINITION: THE PRACTICE OF SOCIAL WORK (Social Work Profession Act, Part 2):

The practice of social work is the application of social work knowledge, skills, values and practice methods in a person-in-environment context, with the following objectives:

- a) to accomplish the core functions of social work, including
 - i) helping people obtain services relating to their basic human needs,
 - ii) counseling of individuals, families and groups, and
 - iii) helping communities and groups provide or improve social and health services
- b) to assess, remediate and prevent social problems encountered by individuals, families and communities;
- c) to enhance individual, family and community social functioning

Section 1: APPLICANT PROFILE

Applicant Name: _____ DOB (M/D/YR): _____

Primary Phone #: _____ Primary Email Address: _____

SOCIAL WORK POSITIONS HELD WITHIN EACH OF THE PAST 5 YEARS:

	Position Title (begin with current position)	Organization	Start Date d/m/y	End Date d/m/y	Is this position social work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Total practice hours within past 5 years*
1					Yes <input type="checkbox"/> No <input type="checkbox"/>	
2					Yes <input type="checkbox"/> No <input type="checkbox"/>	
3					Yes <input type="checkbox"/> No <input type="checkbox"/>	
4					Yes <input type="checkbox"/> No <input type="checkbox"/>	
5					Yes <input type="checkbox"/> No <input type="checkbox"/>	
6					Yes <input type="checkbox"/> No <input type="checkbox"/>	
7					Yes <input type="checkbox"/> No <input type="checkbox"/>	
8					Yes <input type="checkbox"/> No <input type="checkbox"/>	

* not including leaves of absence, inactive on call hours, etc.

** 5 years from the date of application

PROFESSIONAL DEVELOPMENT

Please describe your participation in training and professional development *related to social work* within the last 5 years.

	Workshop/Activity (begin with most recent)	Organization/Presenter	Date(s)	# of hours
Ex:	<i>Best Practices in Geriatric Social Work</i>	<i>WRHA</i>	<i>June 4 – 5, 2015</i>	<i>16</i>
1				
2				
3				
4				
5				

Attach additional pages as required.

CULTURALLY RELEVANT KNOWLEDGE

Please provide information regarding your familiarity with culturally relevant knowledge for practicing social work with indigenous peoples and other cultural groups. (Add more pages if necessary)

Instructions to Applicant for Section 2:

1. For each position you have listed on page 2, please complete Section 2 (print additional copies as required).
2. Obtain signature of your direct supervisor/manager for each position, including former supervisor(s)/manager(s).
3. Please attach any additional examples or explanations as required.

Section 2: DETAILED SOCIAL WORK POSITION INFORMATION

Position Title: _____

Organization Name: _____

1. Nature of Primary Social Work Practice (✓ all that apply)

<input type="checkbox"/>	Child Protection	<input type="checkbox"/>	Employment and Income Assistance
<input type="checkbox"/>	Adoption Services	<input type="checkbox"/>	Corrections/Justice
<input type="checkbox"/>	Counseling/Assessment	<input type="checkbox"/>	Community Development/Advocacy
<input type="checkbox"/>	Domestic Violence Services	<input type="checkbox"/>	Social Policy
<input type="checkbox"/>	Child/Adolescent Mental Health	<input type="checkbox"/>	Program Management/Development
<input type="checkbox"/>	Adult Mental Health	<input type="checkbox"/>	Research
<input type="checkbox"/>	Disability Services	<input type="checkbox"/>	Addictions Services
<input type="checkbox"/>	Home-Care/Community Health Services	<input type="checkbox"/>	Victim Services
<input type="checkbox"/>	Hospital Social Work	<input type="checkbox"/>	Newcomer Services
<input type="checkbox"/>	School Social Work	<input type="checkbox"/>	Geriatrics
<input type="checkbox"/>	Social Work Education	<input type="checkbox"/>	Other (specify)

2. Identify key job functions and responsibilities:

3. How do the services you provide fall within the definition of the Practice of Social Work?

4. Were you hired in the above-noted position because of any previous social work knowledge/training?

Yes No

If yes, please describe:

5. Were you hired in the above-noted position because of any previous social work experience?
 Yes No

If yes, please describe:

6. Do you have direct responsibility and decision-making in providing social work services in the above-noted position?
 Yes No

If yes, please provide examples:

7. Does your practice *in your above-noted position* involve any of the following:

Engagement

Facilitate interactive process of engagement	
Engage with individuals, families, groups, organizations and communities in a manner that reflects an understanding of diversity and power differentials	

Provide examples:

Social Work Assessment

Assess clients' situation and needs in relation to professional social work assessment standards and practices	
Make judgements based on social work knowledge that serve the basis for actions in cases	

Provide examples:

Social Work Skills/Interventions

Clearly identify nature of clients' problem or need being addressed and elicit clients' point of view, suggestions and consent (where possible) about the proposed intervention	
Develop treatment or service plan based on assessment findings	
Document various steps in the intervention plan	
Directly implement the intervention according to the established plan	
Establish and maintain collaboration with relevant stakeholders involved in the intervention delivery	
Bring intervention process to a conclusion	

Provide examples:

Evaluation

Assess and adjust process of intervention	
Assess adequacy of existing policies and practices considering professional standards and determine changes necessary	

Provide examples:

Advocacy/Improving Policies and Practices

Advocate for and engage in practices to further human rights and social justice	
Advocate for System Change	

Provide examples:

Do you engage in reflective practice and professional development?

Evaluation one's practice considering social work professional standards	
Receive and use social work supervision and consultation to enhance practice	
Participate in professional development activities	

Provide examples:

Do you apply Social Work Ethical Standards?

Apply ethical reasoning based on the Social Work Code of Ethics and Standards of Practice	
Engage in ethical practice	

Provide examples:

Are you in Private Practice?

Yes No

If yes, how do you apply the Standards of Practice, Standard 7 – Private Practice, and the related Practice Directives?

Maintain accessibility to clients (respond to unanticipated client needs; arrange for coverage by competent peer; ensure offices are free of impediments to mobility etc.)	
Maintain regular, consistent and structured supervision with a supervisor with relevant expertise, experience and knowledge of recognized social work ethics and standards of practice.	
Keep records that substantiate service in a secure place and in accordance with all applicable legislation	
Establish a fee structure; discuss all fees with clients at the beginning of Social Work service	
Establish policies re: third party payments, charges for missed or cancelled appointments, overdue accounts and non-payment of accounts	

Provide examples:

Section 3: EMPLOYER CONFIRMATION

THIS SECTION MUST BE COMPLETED BY THE APPLICANT'S DIRECT SUPERVISOR/MANAGER

PRIOR TO SUBMITTING THIS FORM:

Employer Confirmation:

I declare that the information provided in Section 2 regarding this applicant is accurate to the best of my knowledge.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Email address: _____

Section 4: APPLICANT DECLARATION

I, _____, declare that the information provided in this Substantial Equivalency Application – Step 3 Employment Information Form is accurate.

Signature: _____ Date: _____

DOCUMENT CHECKLIST:

- SUBSTANTIAL EQUIVALENCY APPLICATION – STEP 3 EMPLOYMENT INFORMATION FORM COMPLETED
- SECTION 2: DETAILED SOCIAL WORK POSITION DESCRIPTION INFORMATION COMPLETED AND FORMAL JOB DESCRIPTION ATTACHED FOR EACH POSITION HELD IN THE PAST 5 YEARS
- EMPLOYER CONFIRMATION IS SIGNED

PLEASE RETURN

SUBSTANTIAL EQUIVALENCY APPLICATION STEP 3 – EMPLOYMENT INFORMATION TO:

Manitoba College of Social Workers
101 – 2033 Portage Avenue Winnipeg, MB R3J 0K6
Phone: 204-888-9477 Fax: 204-831-6359
Email: admin@mcsw.ca

NOTE: EMPLOYMENT VERIFICATION FORM(S) WILL BE SENT BY MCSW TO EACH EMPLOYER LISTED