

The Manitoba College of Social Workers invites applications for part-time:

MANAGER OF REGULATORY PRACTICE

The Manager of Regulatory Practice has primary responsibility for implementing the Manitoba College of Social Workers (MCSW, the College) statutory requirements and providing operational leadership in Regulatory Practice including complaints and investigations, discipline, practice audits and aspects of the Continuing Competence program.

Key Responsibilities

Accountability

- Ensure the efficiency and accuracy of the complaints, inquiry, practice audit and regulatory compliance processes in accordance with *The Social Work Profession Act*, the Social Work Profession Regulation, the College By-Laws, applicable legislation and all organizational policies and procedures.
- Facilitate the implementation of the legal requirements of *The Social Work Profession Act* and related legislation.
- Assist in facilitating the implementation of the College's strategic plan
- Discuss potential legal consultations with the Director of Regulatory Practice
- Adhere to the policies and procedures guiding the complaints and inquiry processes.
- Maintain high level of confidentiality and discretion in preparing, disclosing, and managing sensitive and protected information

Networking & Relationship Building

- Establish collaborative partnerships and maintain collegial relationships to further the objectives of the organization and promote the interests of the College and the profession of Social Work.
- Consult and communicate with members, stakeholders, and members of the public regarding issues of social work, social policy, and social justice.
- Provide field instruction for social work students

Planning and Organizing

- Assist when required in the planning of MCSW objectives, events and promotions.
- Assist with the MCSW's annual general meeting, preparing reports as required

Results Orientation

- Facilitate meetings, identify action items, ensure statutory timelines are met, monitor progress, and communicate complaint committee decisions.
- Supervise and perform investigations in accordance with the College policies.
- Communicate requirements of the *Social Work Profession Act*, its Regulation and College By-Laws and policy to the public, members, and appropriate committees.
- Recruit, contract and provide training to the College investigators and approved supervisors.
- Recruit and provide training to committee members.
- Facilitate title protection and legislation enforcement processes

Service Orientation

- Facilitate the complaint, appeals and practice audit processes.
- Provide information and guidance to complainants, members, committees and the public related to the complaints, appeal, and practice audit processes.
- Offer neutral and objective support and information to complainants and members during the complaint process.
- Assist in de-escalating situations by guiding individuals and managing expectations constructively.
- Provide direct practice/ethical consultation to members.
- Coordinate and provide support to Complaints Committee and investigators.
- Advise and participate on consultation groups and boards, and committees.

Teamwork

- Act as the staff resource to the Complaints Committee and Complaints Appeals Panels.
- Provide administrative oversight for referrals made to the Inquiry Committee.
- Partner with the Director of Professional Practice on matters regarding members' conduct and Continuing Competence compliance issues.

Qualifications

- **REQUIRED:** Practicing member of the Manitoba College of Social Workers in good standing
- **REQUIRED:** Master of Social Work degree
- **REQUIRED:** Extensive social work practice experience and familiarity with a broad range of social work practice settings.
- **REQUIRED:** Previous experience interpreting and/or working within legislative standards
- Professional regulatory knowledge and policy/program development experience.
- Knowledge of *The Social Work Profession Act* and its Regulation, MCSW Code of Ethics and Standards of Practice.
- Experience conducting trauma informed investigations and assessments.
- Exceptional interpersonal, leadership, judgment, facilitation, and consultation skills.
- Strong organizational skills, initiative, and ability to work both independently and collaboratively as a part of a small team.
- Ability and willingness to work in high-stress environments, including interactions with emotionally distressed individuals and exposure to distressing situations.
- Ability to work under pressure and meet deadlines as directed
- High level of attention to confidentiality.
- Proven ability to draft clear, precise, and defensible written communications, including formal decisions and correspondence, with experience preparing documents subject to regulatory and public scrutiny.
- Demonstrated commitment to professional development.
- Strong computer skills with high proficiency in the use of online meeting platforms and Microsoft Office applications (Word, Excel, Powerpoint, Outlook).
- Access to a vehicle is required.

What We Offer

- A key role on a small, cohesive team in a flexible working environment
- Competitive salary
- Opportunities for continuous learning and professional development

The Manitoba College of Social Workers is committed to employment equity in its policies, practices, programs and work environment. Reasonable accommodations shall be available for those candidates who may request adaptations in respect of the assessment or selection process.

Applicants are invited to submit cover letter and resume to

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Phone: **(204) 888-9477**

Fax: **(204) 831-6359**

Email: **info@mcsww.ca**

Applications will be received until position is filled.