



Job Profile

ASSOCIATE REGISTRAR

The Associate Registrar advances the NSCSW's mission by upholding entry-to-practice requirements and professional standards under the *Social Workers Act*; fostering Africentric practices; building provincial community relationships; collaborating with key partners; and shaping professional development, standards, and social policy to strengthen equitable social work practice across Nova Scotia.

The Nova Scotia College of Social Workers (NSCSW) exists to serve and protect Nova Scotians by effectively regulating the profession of social work.



Statement of Intent

We deeply value the unique perspectives and contributions that individuals from diverse backgrounds bring to the social work profession. In recognition of the critical importance of diversity, equity, and representation, preference will be given to qualified candidates who identify as **African Nova Scotian**.

This commitment reflects our dedication to addressing historical inequities, amplifying African Nova Scotian voices, and fostering a more inclusive and representative social work community to better serve Nova Scotia's diverse populations.



About Us

The Nova Scotia College of Social Workers (NSCSW) exists to serve and protect Nova Scotians by effectively regulating the profession of social work. NSCSW works in solidarity with Nova Scotians to advocate for policies that improve social conditions, challenge injustice and value diversity.

Our Values

Respectful

We are respectful of the inherent dignity of every individual, and strive for cultural humility and social change.

Accessible

We provide accessible services & communicate province-wide to members, stakeholders, and the public.

Ethical

We follow the established national social work Code of Ethics that adheres to the profession's values.

Progressive

We are proactive in reflecting the values of social work, and support innovation through education, research, and transformative community engagement, for the sake of social justice.

Advancing Equity & Leadership in Social Work



ADVANCING THE NSCSW MISSION

The Associate Registrar plays a vital role in advancing the NSCSW's mission by ensuring that entry-to-practice requirements and professional standards are upheld in alignment with the *Social Workers Act* and *Social Work Regulations*. This critical position not only safeguards the integrity and quality of social work practice across Nova Scotia but also ensures that Africentric practices remain central to NSCSW regulation and the social work profession in the province.

FOSTERING RELATIONSHIPS

As the Associate Registrar, you will foster meaningful relationships with a wide range of community groups at the provincial level. You'll collaborate closely with internal teams and committees, including the Professional Standards Committee, as well as the Council and Board of Examiners. Additionally, you'll engage with key partners such as the Dalhousie School of Social Work, the NS Association of Black Social Workers, and counterparts in other jurisdictions to strengthen the profession's collective impact.

SHAPING STANDARDS AND POLICY

Your responsibilities will include making influential decisions that shape professional development, standards, social policy, and the College's *Framework for Safe(R) Social Work Practice*. These decisions will reflect the core values of the social work profession and align with the NSCSW's legislative mandate and strategic vision. This role requires initiative, independent decision-making, and accountability to the Executive Director/Registrar.

STRATEGIC EQUITY LEADERSHIP

Strategic thinking will be central to your work as you apply your expertise in adult education, social work practice, Africentric approaches, and regulation to advance the NSCSW's mission. This position transcends administrative duties—it's about fostering community, championing equity, and strengthening the foundation of social work practice across Nova Scotia.

Job Responsibilities



Registration Management

- Oversee the entire registration process for new applicants, including initial assessments, documentation verification, and final approvals.
- Ensure all registrations comply with the *Social Workers Act and Regulations*, while embedding Africentric principles to recognize and value diverse cultural perspectives in the registration process.



Candidacy Evaluation

- Evaluate Social Worker Candidates' readiness for entry into the profession, ensuring assessments are inclusive and reflective of Africentric practices.
- Conduct thorough reviews to ensure candidates meet the required standards, with a focus on fostering culturally responsive and equitable social work practices.



Clinical Specialization Assessments

- Assess the clinical abilities of prospective RSW Clinical Specialists, incorporating Africentric frameworks to evaluate their capacity to serve diverse communities effectively.
- Ensure candidates meet the necessary clinical experience and competency requirements, with an emphasis on cultural responsiveness and equity in practice.



Professional Standards

- Assess and develop professional standards and guidelines, ensuring they are informed by Africentric approaches and inclusive of diverse cultural practices.
- Regularly update standards and guidelines to align with best practices in social work, prioritizing equity, anti-oppressive frameworks, and culturally grounded methodologies.



Collaboration

- Work closely with relevant committees, boards, and stakeholders to uphold the integrity of the profession, ensuring Africentric perspectives are central to decision-making processes.
- Facilitate communication and collaboration among various entities involved in social work regulation and practice, fostering partnerships that promote e cultural responsiveness.



Reporting

- Maintain accurate and comprehensive records related to registration, compliance, and disciplinary actions, ensuring transparency and accountability in all processes.
- Prepare regular reports for internal use a highlighting efforts to integrate Africentric practices and uphold the values of equity and inclusion.

Core Competencies



Education & Registration

A Master's degree in social work and registration (or eligibility for registration) as an RSW in Nova Scotia, with a minimum of five (5) years of social work experience.

Integrated Knowledge of Theory & Practice

Strong understanding of social work professional development standards, standards of practice, and code of ethics, with the ability to integrate adult education theory and Afrocentric practices into policy analysis, development, and professional initiatives.

Research and Evaluation Expertise

Demonstrated skills in research, evaluation, and the organization and implementation of professional programs.

Technological Proficiency

Proficiency in technology, including the use of various platforms to support communication and engagement.

Community Development & Advocacy

Exceptional community development skills and macro practice advocacy expertise to foster meaningful connections and drive systemic change.

Project & Organizational Skills

Strong project management, organizational, and facilitation skills to effectively lead initiatives and achieve strategic goals.



Legislative and Regulatory Knowledge

Comprehensive understanding of the NS *Social Workers Act*, *Regulations*, and *By-laws* to ensure compliance and alignment with professional standards.

Strong Communication

Outstanding writing and communication skills to effectively convey ideas and engage diverse audiences.

Compensation & Benefits



Salary: \$78,816 - \$96,748

Defined pension plan and extended health benefits to support your overall well-being.

Progressive Onboarding & Development

We provide a progressive onboarding system tailored to meet the unique needs of each applicant. This approach is designed to build competencies and confidence while accommodating workload demands, ensuring a seamless transition into the role.

Working Conditions

This position plays a key role in membership development and the promotion of professional practice, requiring active participation in events, educational sessions, and other initiatives.

Travel throughout the province is a part of the role.

Flexible Work Location

Enjoy the flexibility of working remotely, with travel required to meet the expectations outlined in the performance agreement.



How to Apply

Visit bit.ly/44xhKdQ to apply online.

Please include a cover letter that highlights your experience and gives us a glimpse of your personality.

Applications will be accepted via CareerBeacon until **5 p.m.** on **July 30, 2025**.



What to Expect

We carefully review all applications and read each cover letter.

Selected candidates will move forward to a virtual interview with a team lead and 2-3 representatives from the organization.

Finalists may participate in a second-round interview or a skills-based activity, which could be virtual or in person.