



**Director, Registration**  
**Full-time 35 Hours per week**

**The Organization**

The Alberta College of Social Workers (ACSW) mandate as legislated by the *Health Professions Act* (HPA), is to serve and protect the public interest by working to ensure that social workers provide safe, ethical, and competent services to Albertans. Through governance of the profession, comprised of 10,000 registrants, ACSW's regulatory mandate is to regulate the practice of social work by setting and maintaining standards for education, mandatory registration, continuing competence, the practice of restricted activities and the clinical practice specialization and professional conduct. The HPA provides for protection of title and a broadly defined scope of practice. ACSW has established and enforces Standards of Practice and a Code of Ethics to govern the practice of social work in Alberta.

**What will I be doing?**

The Director Registration is a full time, permanent position, reporting to the Executive Director and Registrar, and is part of ACSW's leadership team and responsible for leading the strategic direction of the registration department. In accordance with the *Health Professions Act* (HPA), the Director's primary responsibility is to lead and oversee the registration process to ensure qualified applicants obtain registration to provide safe, competent and ethical social work services to Albertans. The Director is responsible for the day-to-day oversight of the registration department and ensuring that all legislated and statutory requirements set out in the *HPA*, *Fair Registration Practices Act* and the *Alberta Labour Mobility Act* are fully met, protecting the interests of the public.

**Strategic Employee Leadership**

- Responsible for leading, mentoring a team of employees.
- Oversee new and existing staff to ensure they have sufficient training and resources to provide professional and competent delivery of service.
- Lead the recruitment and hiring process for department positions in collaboration with the senior leadership.
- Completes annual performance reviews of direct reports providing regular feedback to support growth and development of employees.
- Manage employee conduct in the workplace through coaching and mentoring, discipline, dismissal, etc.

**Regulating the Profession to Ensure Public Protection**

- Oversee the implementation of the registration process to ensure legislative compliance, transparency of required qualifications and pathways and administrative fairness of the application processes.
- Oversee the implementation of the clinical and restricted psychosocial interventions (RAPI) practice enhancements to ensure legislative compliance, transparency of required qualifying criteria and administrative fairness of the application processes.
- Review concerns of unregistered social work practice or practicing without a permit, including concerns of fraudulent practice.

- Consultation with the Registrar on high-risk registration decisions including registration restrictions and conditions including suspension.
- Collaborate and consult with the Executive Director and Registrar on the development of and amendments to legislation, regulations, by-laws, standards of practice, code of ethics, policies and procedures.

#### **Governance Accountability**

- Provide leadership, support and direction to the Registration Committee, legislative committees and advisory panels ensuring the governance and legislative functions are fully met.
- Collaborate and contribute to the ongoing development of the Code of Ethics, Standards of Practice and Practice Guidelines.
- Collaborate and contribute to legislative, regulatory and governance consultation processes.

#### **What do I need to succeed?**

- A baccalaureate or master's degree in social work or related health discipline.
- Registration with the Alberta College of Social Workers or respective regulatory College.
- 10+ years of progressively relevant professional experience in leadership and people management.
- Experience and knowledge in working in a legislative and regulatory environment. Specific knowledge of the *Health Professions Act* and relevant regulations is an asset.

This is a great opportunity for a goal-oriented and driven professional to join a dynamic leadership team striving to regulate the social work profession ensuring that social workers are accountable for providing safe, competent and ethical services to Albertans.

Interested professionals are asked to submit a resume, letter of interest and references via email to the ACSW Human Resources [ACSW@acs.ab.ca](mailto:ACSW@acs.ab.ca)

#### **Equal Employment Opportunity**

The ACSW welcomes diversity and embraces inclusion. ACSW is committed to cultivating an organizational culture where every member of the community shares a feeling of safety and belonging, and where diversity of perspectives, backgrounds, and life experiences is essential to success. The ACSW strongly encourages qualified applications that represent the diversity of our community.

ACSW thanks all applicants for their interest. However, only those candidates selected for an interview will be contacted.

**CLOSING DATE: January 30, 2026**

**[Click here to view the Director Registration job description.](#)**