



Ontario College of Social Workers and Social Service Workers

With over 29,000 registrants, the Ontario College of Social Workers and Social Service Workers (“the College”) is the regulatory body for social workers and social service workers in Ontario. Our mandate is to serve and protect the public interest through self-regulation of the professions.

Are you interested in joining a dynamic team dedicated to protecting the public and promoting ethical and professional practice? Are you a highly motivated professional looking for a challenge? Take the next step in your career with us.

The Role: Credential Evaluator, Registration and Renewals - 12-month contract

We are seeking a Credential Evaluator to join our team. In this role, you are responsible for supporting and assessing applications received through the equivalency stream of the Registration process. You will review, evaluate, analyze and assess applicant experience and academic qualifications, making recommendations to the Registrar and CEO if applicants meet the requirements to be registered with the College as a Social Worker or Social Service Worker.

What you will be doing in the role:

- Review applications based on a combination of academic qualifications and experience in social work or social service work activities.
- Respond to inquiries regarding the equivalency process.
- Contact applicants, academic institutions, employers, and others to follow-up, gathering additional or verifying information provided.
- Upon completion of review, document a comprehensive summary of the file and provide a recommendation for decision.

What you will bring to the role:

- A minimum three years of experience in assessment of experience or academic qualifications.
- Knowledge of social work and social service work qualifications, experience and services.
- Knowledge of professional regulation and/or experience with a regulatory body is an asset.
- Excellent interpersonal, customer service, time-management and organizational skills
- Exceptional communication and active listening skills, with the ability to confirm and clarify information.
- Demonstrated experience with handling sensitive and confidential information
- Accuracy and attention to detail is critical

What we offer:

- The position is a full time 12-month contract.
- Downtown Toronto office (**directly on Line 2 of the TTC**).
- Strong **work-life balance**, including flexible schedules and a hybrid **work model**.
- An additional week of paid vacation as the College closes between December 25th and January 1st.
- The opportunity to be part of an amazing team doing important work!

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be contacted.

Please apply [here](#).

The Ontario College of Social Workers and Social Service Workers strives to be diverse, inclusive, fair and equitable and to create an accessible, barrier free workplace.

If you require Code-protected accommodation at any time during the recruitment process or if you are unable to apply to this position due to a requirement, email us at accessibility@ocswssw.org with subject line "Credential Evaluator" or call 877-828-9380 x206.

Application deadline: July 26, 2024