Working Title:	Professional Practice Advisor	**Department**	Professional Practice
Reports to:	Director, Professional Practice	**Position Type:**	Full Time Permanent
Reports:	0	**Revised:**	September 9, 2026

Job Description

Position Summary:

Reporting to the director, professional practice, the professional practice advisor is a member of ACSW's Professional Practice department and contributes to its strategic direction and mandate. The advisor supports the department's responsibility to promote and uphold safe, ethical, competent and contemporary social work practice in Alberta in accordance with legislative and regulatory requirements. The professional practice advisor contributes to the development, implementation and ongoing review of the ACSW Standards of Practice, Code of Ethics, practice guidelines and other resources that support registrants in meeting professional and regulatory expectations. The advisor provides education, practice advice and guidance to registrants, employers and the public regarding the application of professional standards and ethical requirements and contributes to the delivery and continuous improvement of ACSW's competence and quality assurance programs. Through these activities, the advisor supports the profession in maintaining and advancing competent practice and contributes to ACSW's mandate to protect the public interest.

Key Responsibility 1: Professional Practice Standards, Ethics & Regulatory Guidance

- Contribute to the development, review, interpretation and implementation of the ACSW Code of Ethics, Standards of Practice, practice guidelines and other professional practice resources.
- Monitor relevant legislation, regulation, regulatory requirements and emerging issues affecting social work practice, and identify implications for the profession and ACSW.
- Identify emerging, complex or systemic social work practice issues and trends that may require action, guidance or regulatory response by the College.
- Conduct literature reviews, environmental scans and other research on current, emerging, best and promising practices to inform evidence-informed professional practice initiatives and regulatory decision-making.
- Prepare research-informed briefings, reports, recommendations and other materials to support professional practice initiatives and decision-making.
- Engage registrants, subject matter experts, practitioners, employers, academics and other stakeholders to inform the development and review of practice guidance.
- Draft and develop practice guidelines, advisories, resources and other professional practice materials that support registrants in meeting regulatory and professional expectations.
- Participate in consultation and engagement processes related to the development and review of the Code of Ethics, Standards of Practice, practice guidelines and other professional practice resources.
- Support the ongoing review and continuous improvement of professional practice resources to ensure they remain current, relevant, evidence-informed and aligned with legislative and regulatory requirements.

ALBERTA COLLEGE OF SOCIAL WORKERS

Key Responsibility 2: Professional Practice Advice, Education & Knowledge Translation

- Provide practice advice and guidance to registrants, employers, educators and the public regarding the application of the Code of Ethics, Standards of Practice, practice guidelines and other regulatory requirements.
- Respond to complex and sensitive practice inquiries using professional judgment, regulatory knowledge, and research that align with the Code, Standards and practice guidance.
- Identify emerging education needs, knowledge gaps and areas of practice requiring additional guidance or resources.
- Develop and deliver presentations, educational sessions, tools and resources for registrants, employers, students and other stakeholders.
- Translate legislation, regulation, standards, ethical requirements and research into clear, accessible and practical guidance for the profession.
- Provide education and consultation to registrants, students and employers in understanding and adhering to ACSW practice and regulatory requirements.
- Develop and contribute to communications and educational materials that support awareness and understanding of changes to professional standards, regulatory requirements, ACSW processes and expectations.
- Support the dissemination and implementation of new or revised practice guidance across the profession.
- Evaluate emerging educational and resource needs and recommend approaches to strengthen registrant understanding and application of professional requirements.

Key Responsibility 3: Continuing Competence & Quality Assurance

- Support the development, implementation and continuous improvement of ACSW's Competence, Peer Circle and Quality Assurance Programs.
- Participate in competence and quality assurance activities, including practice assessments, audits, reviews, monitoring and follow-up, as assigned.
- Provide coaching, education and practice guidance to registrants participating in competence and quality assurance processes.
- Participate in and monitor quality assurance remediation activities, including reviewing progress and outcomes, providing practice guidance and coaching, and identifying when additional follow-up or intervention may be required.
- Identify recurring practice issues, knowledge gaps and trends arising through competence and quality assurance activities and recommend opportunities for education, guidance or other regulatory responses.
- Contribute to the development and review of tools, processes, resources and educational materials that support effective competence and quality assurance programs.

Key Responsibility 4: Partner Engagement and Professional Relations

- Represent ACSW in a professional, accurate, transparent and responsive manner that supports public confidence in the regulation of the social work profession.
- Establish and maintain effective relationships with registrants, employers, members of the public, social work organizations, academic institutions, regulatory bodies and other stakeholders.

- Represent ACSW on committees, working groups, practice councils, coalitions and other forums as directed.
- Participate in Alberta Federation of Regulated Health Professions (AFRHP) committees, interest groups, meetings and initiatives, as appropriate to the role.
- Engage and collaborate with other social work and health profession regulators to share information and advance regulatory and professional practice approaches.
- Engage and collaborate with professional associations, employers, academic institutions and other partners on emerging social work practice issues and initiatives.
- Build relationships with provincial, national and international subject matter experts and professional leaders to inform ACSW's professional practice work.
- Identify and engage appropriate subject matter experts, registrants, members of the public and other partners to inform the resolution of complex practice issues and development of practice guidance.
- Represent ACSW at meetings, consultations, presentations and other professional forums as assigned.

Key Responsibility 5: Team and Organizational Contribution

- Contribute to the strategic priorities and operational objectives of the Professional Practice department and ACSW.
- Collaborate with colleagues across the organization to ensure professional practice expertise informs regulatory, communications, education and organizational initiatives.
- Model effective communication, collaboration, respectful workplace practices and shared decision-making.
- Contribute to the identification, discussion and resolution of complex issues within the Professional Practice department and across the organization.
- Supervise practicum students, as assigned, and support their learning and development within applicable regulatory and organizational requirements.
- Participate in organizational committees, working groups and special projects as assigned.
- Maintain current knowledge of social work practice, professional regulation, legislation, research and emerging issues relevant to the role.

Qualifications and Experience

- A Bachelor of Social Work is required. Master of Social Work preferred.
- Active registration on the ACSW general register with no conditions on their licensure related to professional conduct.
- A minimum of 5 years of social work practice experience including experience in professional practice roles.
- Knowledge of social work practice, professional ethics, standards, competencies and contemporary and emerging practice issues.
- Knowledge of the legislative and regulatory framework governing social work practice in Alberta, including the *Health Professions Act*, relevant regulations, College bylaws, policies and standards.

ALBERTA COLLEGE OF SOCIAL WORKERS

- Knowledge and understanding of professional regulation, regulatory principles and the College's role in protecting the public interest.
- Demonstrated ability to interpret and apply legislation, regulations, standards, policies and ethical requirements to complex professional practice situations.
- Strong research, critical thinking, analytical and professional judgment skills, with the ability to assess information and develop evidence-informed recommendations and guidance.
- Demonstrated ability to research and synthesize current, best and promising practices and translate complex information into clear, practical guidance and educational resources.
- Excellent written and verbal communication skills, including the ability to develop professional documents, deliver presentations and communicate effectively with individuals and groups with varying levels of technical and language literacy.
- Demonstrated ability to facilitate consultation, collaboration and consensus-building with diverse stakeholders, including registrants, subject matter experts, employers, professional organizations and regulatory partners.
- Demonstrated ability to manage multiple priorities, projects and deadlines while maintaining a high degree of accuracy, quality and attention to detail.
- Demonstrated ability to work effectively and collaboratively in a dynamic environment, exercise sound judgment, and manage sensitive or complex issues with tact, diplomacy and professionalism.
- Demonstrated integrity, accountability, confidentiality and commitment to public protection and professional regulation.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook and Teams.