

NCSWCLB Associate Director

The North Carolina Social Work Certification and Licensure board is currently seeking an Associate Director for its Asheboro, NC location. The position requires both administrative skills and clinical knowledge, requiring a current and active North Carolina LCSW license in good standing, extensive understanding of the scope of social work practice at all levels, including clinical knowledge, skills, and abilities. Excellent oral, written and public liaison skills and a minimum of five years of post-licensure clinical social work practice experience. The position requires some computer skills so proficiency in Microsoft Office, Microsoft Outlook, and experience working with access based data systems preferred.

This position provides assistance to and reports to the Executive Director.

Salary: \$58,000 to 60,000 plus benefits. Commensurate with candidate's education, experience and training.

A. Administrative and Associate Oversight: (70%)

- Remain familiar with Statutes and Rules governing social work practice in North Carolina.
- Review employment and practice submitted by applicants/licensees, including Employment Verifications forms and associated job descriptions to insure clinical practice, as well as applicant eligibility for substantial equivalency.
- Prepare and send follow up correspondence as needed for Employment Verification Forms and job descriptions.
- Review applicants (initial and renewal) requiring individual review due to special circumstances to determine follow up or Board review.
- Review and approval of Six-month Review documents submitted by associate licensees (which may include a case summary and supervision logs) for compliance with reporting requirements, the Board's definition of clinical social work practice, appropriate practice setting, and adequate supervision of clinical practice.
- Data entry to document approved clinical practice and supervision hours.
- Prepare and send follow up notices to Six-Month Reviews as indicated when deficiencies are noted.
- Follow-up by telephone with applicants or certificate/license holders to request clarification of information submitted.
- Provide clear and concise documentation of any needed follow-up on Board approved forms.
- Review submissions by Associate licensee's for compliance and consult with Executive Director and/or Ethics Coordinator as needed for matters involving special circumstances such as unsupervised practice, unlicensed practice and/or ethics related issues.
- Manage and update the Supervisor Roster located on the Board's Website.
- Will cover executive responsibilities as directed by or in the absence of the Executive Director.

B. Collateral Relations: 30%

- Attend Board meetings and collaborate with Executive Director and other staff to address administrative support issues as needed, to include review and modification of forms and documents, resolving IT issues, and disposition of records.
- Act as primary contact for presentation or other public speaking requests and coordinate with Board members to insure request is responded to. Conduct presentations and/or follow up with designated speaker regarding specific needs in preparation for presentation, including information and materials.
- Review and process ASWB requests from applicants/licensees for 90-day waiver and/or special accommodations.
- Serve as liaison with LCSWA supervisors and supervisees to address supervision-related queries.
- Chair the Committee that oversees revisions to the Supervision Manual.
- Answer phone lines and field general inquiries related to certification and licensure as well as queries related to job-specific duties and responsibilities.