

<b>Job Title</b>	<b>Continuing Competence Coordinator</b>
<b>Employer/ Agency</b>	Association of Social Work Boards <i>This position is located in Culpeper, VA, and is not available for remote employment.</i>
<b>Job Description</b>	<p>The Association of Social Work Boards (ASWB) in Culpeper, Virginia, is searching for an experienced social work practitioner or social work educator to coordinate our continuing education/continuing competence programs. ASWB's members include the social work regulatory bodies of 49 states, the District of Columbia, the U.S. Virgin Islands, Guam, the Northern Mariana Islands, and all 10 Canadian provinces. In addition to other services, the organization develops and administers the social work licensing exam used by member boards.</p> <p>The <b>Continuing Competence Coordinator</b> is responsible for all aspects of ASWB's Approved Continuing Education (ACE) program, CE course approval, and any future continuing education/competence programs. This position requires a professional with a strong knowledge of and experience with adult education. This position is a new position and requires someone who is flexible, and who anticipates and embraces change.</p>
<b>Qualifications</b>	<p>Requirements and Qualifications:</p> <ul style="list-style-type: none"> <li>• Degree in social work required; masters in social work preferred.</li> <li>• Social work license in good standing required.</li> <li>• Minimum of two years of experience in the field of continuing education, continuing competence, or professional development.</li> <li>• Excellent customer service, interpersonal, oral, and written communication skills.</li> <li>• Knowledge of professional CE market and/or adult education development and management.</li> <li>• Strong project management skills, including the ability to strategically plan, set goals, meet goals, and evaluate results for a variety of projects.</li> <li>• Strong problem-solving, follow-through, and multitasking skills.</li> <li>• Demonstrated ability to effectively train and mentor team members.</li> <li>• Must work effectively using discretion and independent judgment, and without close supervision.</li> <li>• Experience working in an association or a not for profit would be beneficial.</li> <li>• Must have general computer skills, including proficiency in Microsoft Word, Excel, and Outlook, as well as experience with standard office equipment.</li> <li>• Public speaking skills are required.</li> </ul>
<b>Salary/Hours</b>	Salary is competitive and depends on experience and qualifications. ASWB offers full benefits, including health, dental, life insurance, and retirement.
<b>Employer/Agency</b>	Association of Social Work Boards (ASWB)
<b>Address</b>	400 Southridge Parkway, Suite B

<b>City, State, Zip</b>	Culpeper, Virginia 22701
<b>Telephone Number</b>	(540) 829-6880
<b>Fax Number</b>	(540) 829-0142
<b>Email Address</b>	resumes@aswb.org
<b>Application Method</b>	Interested and qualified applicants must submit a cover letter and resume to <a href="mailto:resumes@aswb.org">resumes@aswb.org</a> . Application deadline is July 15, 2015. <b>EOE M/F/D/V</b>
<b>Opening Date</b>	Applications being accepted until 7/15/15

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