



## COUNCIL ON SOCIAL WORK EDUCATION

**JOB TITLE:** Accreditation Specialist

**FLSA STATUS:** Exempt

**REPORTS TO:** Director of Accreditation

**OFFICE:** Department of Social Work Accreditation

**EFFECTIVE DATE:** May 2020

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### **POSITION SUMMARY**

CSWE's Commission on Accreditation (COA) is responsible for developing accreditation standards that define competent preparation for social work practice and for ensuring that social work programs meet those standards. The Department of Social Work Accreditation administers a multistep accreditation process that involves self-studies by programs, site visits, and COA review of social work programs. The accreditation specialist provides education, resources, and consultation to social work programs in the United States and its territories seeking candidacy or undergoing accreditation review. The incumbent facilitates COA reviews of social work programs, assists commissioners with detailed understanding of the accreditation processes and procedures, and provides background and clarifying information about programs under COA review. The position involves work with computer, database, and Web applications to facilitate accreditation workflow management; writing reports and decision letters; and providing training workshops for commissioners, programs, and site visitors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides education, resources, and consultation regarding accreditation standards, processes, and procedures to accredited social work programs, programs in candidacy, and programs seeking candidacy
- Provides consultation to programs on understanding, interpreting, and demonstrating compliance with the Educational Policy and Accredited Standards (EPAS), including mission & goals, formal curriculum, field education, the learning environment, and assessment of student learning outcomes and social work competencies and
- Collaborates with COA on reviews of programs in commission meetings and other commissioner activities related to accreditation
- Facilitates online and face-to-face training for programs and site visitors.
- Understands and applies accreditation policies, procedures, and decisions made by COA
- Maintains and applies knowledge of current and evolving issues, trends, and information related to social work education and accreditation
- Manages the distribution, collection, and archival of accreditation materials for commissioners, programs, and site visitors

- Reviews program materials for completeness, accuracy, and consistency with accreditation standards during pre-candidacy, candidacy, and reaffirmation stages
- Manages a COA workgroup and facilitates small-group meetings 3 times per year.
- Compiles and formulates COA decision letters and disseminates decisions to programs accurately within strict deadlines
- Works competently with basic computer applications, all components of Office 365, and database and Web applications for workflow management, particularly in the area of an online accreditation management system
- Provides individual and group consultations to program representatives via email, phone, video chat, and in-person at professional conferences
- Interfaces with the public about social work as a career, educational and licensure requirements, and accreditation
- Regularly works with and manages volunteers, including site visitors and members of the COA
- Reviews and provides feedback on internal and external documents

### **MINIMUM QUALIFICATIONS, KNOWLEDGE, AND SKILLS**

- Master's degree in social work or a related field required and experience in social work education or in higher education accreditation
- Ability to demonstrate working knowledge of accreditation standards and procedures
- Computer proficiency, including demonstrable skill in advanced functions of applicable software applications such as Microsoft Office, and understanding of technology applications for workflow management, particularly database operations, learning management systems, and online accreditation management systems
- Excellent interpersonal skills and the ability to interact professionally and effectively within a team-based environment, as well as with all levels of staff and with program administrators
- Ability to handle a sizeable workload of programs and develop ethical relationships with assigned social work programs
- Ability to deliver difficult news to constituents, such as adverse decisions
- Ability to work independently and as part of a team to carry out various processes and procedures in accreditation of social work programs
- Ability to provide training online and in-person to current and prospective programs and volunteers
- Excellent communication, organizational, and problem-solving skills and the ability to exercise careful attention to detail
- Ability to handle the details of multiple priorities simultaneously and adhere to strict deadlines
- Ability to travel and work on weekends six to eight times a year at dates scheduled months in advance

### **PREFERRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS:**

- Fluency in Spanish (spoken and written academic language)
- Ph.D. (preferably in social work) and experience in a university setting
- Experience teaching in a social work program
- Experience developing social work curriculum related to competencies
- Experience with assessment of student-learning outcomes
- Problem-solving and innovative spirit to continuously engage in internal regulatory efforts and quality improvement

- Ability to be mission-driven, align work with CSWE strategic plan, and practice staff competencies (list here)

### **ADA SPECIFICATIONS**

This position is primarily sedentary and is performed in an office setting. The physical demands of this position are limited to the ability to lift up to 30 lbs. and bend, stoop, and carry articles used in program activities. Occasional travel within the United States and work on weekends may be necessary.

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Application Instructions:**

- Please email your resume and cover letter to [jobs@cswe.org](mailto:jobs@cswe.org)
- Please communicate your salary requirements in your email
- When submitting your application via email, please title the subject line “CSWE Accreditation Specialist”
- Please title all attachments using the following format: “last name, first initial\_ document name CSWE” (ex. Doe, J\_Resume CSWE or Doe, J\_Cover Letter CSWE)