

Working Title: Social Work Licensing Coordinator
Job Class: State Program Administrator Senior
Agency: Social Work Board

- **Job ID:** 85811
- **Location:** St. Paul
- **Telework Eligible:** Yes/hybrid
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 04/25/2025
- **Closing Date:** 05/06/2025
- **Hiring Agency/Seniority Unit:** Social Work Board / Social Work Board-MAPE
- **Division/Unit:** Board of Social Work
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$27.84 - \$40.82 / hourly; \$58,129 - \$85,232 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Nonexempt
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

The Board of Social Work ensures residents of Minnesota receive quality social work services by establishing and enforcing professional standards. The Board keeps Minnesotans safe by: 1) licensing qualified social workers; 2) investigating and resolving complaints when services do not meet standards, and 3) providing outreach and education.

This position is within the Board's Licensure Unit and serves as the subject matter expert and point of contact for Board staff, applicants, licensees, and the public on questions relating to social work practice regulations. This position is responsible for:

1. Performing jurisdictional and regulatory analysis of the Social Work Practice Act, (MS 148E and MS 148D) and other applicable statutes to determine compliance with scope of practice and licensing requirements; compliance with and approval of LGSW supervised practice requirements and documentation; and compliance with and approval of clinical academic requirements for LICSW applicants
2. Providing professional education and outreach to diverse stakeholder groups
3. Providing social work subject matter expertise to the board and board staff
4. Providing consultation to the compliance unit as needed
5. Responding to inquiries from external and internal customers
6. Creating professional written correspondence and reports
7. Assisting the Assistant Director and Executive Director in analyzing and interpreting statutes and rules and developing and implementing Board policies and procedures as needed.

This position is eligible for a hybrid telework arrangement. With a telework arrangement, onsite attendance will be required for team members or as requested by management to meet business needs. Completion of telework agreement will be required. Please review the [Telework Policy](#) for details.

Minimum Qualifications

- Two years of experience performing analysis, exercising judgement and relying on knowledge in the area of social work. A bachelor's degree in social work, public administration, government, law, or a closely related field may substitute for one year of experience.
- Analytical skills and the ability to understand, make discretionary decisions and communicate complex statutory, legal and policy requirements and procedures.
- Written and verbal communication skills with the ability to present ideas persuasively.
- Customer service skills to provide prompt, courteous and accurate information to customers in person, on the phone, and through e-mail and other written correspondence and communicate and elicit information with tact and diplomacy.
- Organizational skills to effectively manage multiple priorities.
- Computer literacy including experience with Microsoft Office (Word, Excel, and PowerPoint).

Preferred Qualifications

- Master's degree in social work from a CSWE accredited educational program and post-degree, professional social work practice experience.
- Current Minnesota LGSW, LISW or LICSW social work license.
- Ability to quickly learn and apply social work statutes and rules.
- Experience in public speaking to diverse groups.

Physical Requirements

- Ability to occasionally travel on board's business.

Additional Requirements

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held. Successful candidate will be required to pass pre-employment reference checks.

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Cassandra Slizewski at kassandra.slizewski@state.mn.us. If you have questions about the selection process, contact Nella Austin at nella.austin@state.mn.us or [651-201-8005](tel:651-201-8005).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Nella Austin at nella.austin@state.mn.us.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email

careers@state.mn.us and let us know the support you need.