

# *How to create a listing in the Find a social worker or Find a supervisor Advanced Search Directories*

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## Purpose of the Advanced Search Directories

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This document explains how members of the Australian Association of Social Workers can create listings on the publicly available AASW Advanced Search Directory. This member benefit is useful for social workers who wish to advertise their:

- Private social work services for clients/agencies with clients; or
- Private supervisory services to other professionals

Creating a listing/s in the Advanced Search Directory is optional. It is a free service for members and a great way to market and promote social work services to members of the general public and to other colleagues/professionals.

## Find a supervisor Advanced Search Directory

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The AASW launched a Find a supervisor Advanced Search Directory in July 2014.

The Find a supervisor Advanced Search Directory replaced the previous Branch supervisor registers, which have been removed from the AASW website. The Find a supervisor Advanced Search Directory will offer members more streamlined and flexible ways of advertising the supervisory services they provide, including the option to advertise multiple locations and modes of delivery (such as Skype and other online options) as well as their different areas of practice expertise.

In the interests of ensuring high standards and ensuring that those providing professional social work supervision have the necessary skills and experience; and commit to ongoing professional development, there are specific requirements of members wishing to create a supervisor directory listing

To include a listing on Find a supervisor, members need to have met the minimum continuing professional development requirements for the previous financial year and therefore be CPD accredited members; have registered for either the [Accredited Social Worker](#) or the [Accredited Mental Health Social Worker](#) Trade Mark; meet the Standards for Supervisors as set out in the [AASW Supervision Standards 2014](#); and confirm that they are not currently undertaking an ethics penalty as part of the Ethics Complaints Management Process.

For information about the CPD requirements please click [here](#) or for information about registering for an Accredited Trade Mark please click [here](#).

## How do I create a listing on the Advanced Search Directory

1. Ensure that you have recorded your professional development for the previous financial year, and have met the Accredited or Accredited Mental Health Social Worker CPD goal requirements. Please refer to the [AASW CPD Policy](#) for further information.
2. Register for either the Accredited Social Worker or Accredited Mental Health Social Worker Trade Mark
3. Log into the AASW website as a member: <http://www.aasw.asn.au/member-centre?command=login>
4. Access the *Member Centre* (accessible in the top right hand corner of the screen).
5. Select *Manage your listing in our 'Find a social worker' and 'Find a supervisor' directories*, which is highlighted in green below:

The screenshot displays the AASW Member Centre interface. At the top, there is a navigation bar with 'BRANCHES' and a search field, social media icons, and a 'Search site' field. On the right, there are links for 'CONTACT', 'BOARD & BMC AREA', and 'MEMBER CENTRE'. Below this, a welcome message for 'Test Member' and a 'Log out' link are visible. The AASW logo and name are prominently displayed. A secondary navigation bar includes 'Membership', 'Practitioner resources', and 'Information for the community'. A main navigation bar contains links for 'About AASW', 'Professional Development', 'Careers & study', 'Social policy & advocacy', 'Publications', and 'News & media'. The breadcrumb trail indicates the user is in the 'Member Centre > Update My Details' section. A left-hand sidebar lists various member services, with 'Update My Details' selected. The main content area is titled 'Welcome to the Member Centre' and lists several actions: 'Update your contact details', 'Renew your membership', 'Change your password for logging into our website', 'Access online journals (for members only)', 'View details of your event registrations and other purchases made on our website', and 'Manage your listing in our 'Find a Social Worker' and 'Find a Supervisor' directories'. The last item is highlighted with a green box. A note at the bottom suggests contacting the Membership Team for assistance.

6. Select the button *Create a listing in the AASW Advanced Search Directory*, which is highlighted in green below

## **'Find a social worker' and 'Find a supervisor' directories**

Welcome to the fully searchable '**Find a social worker**' and '**Find a supervisor**' directories for AASW Members.

This is a great opportunity for you to advertise and promote your social work services to:

- Members of the general public seeking social work services
- GPs, psychiatrists and paediatricians referring under the Better Access and Chronic Disease Management Programs
- Divisions of General Practice/Medicare Locals
- Other agencies

You can also advertise and promote professional supervisory services you might provide to:

- Individuals seeking external professional supervision
- Agencies looking for an external supervisor to provide supervision to it's staff
- Formal or informal groups looking for a social worker to facilitate group supervision

Having located a social worker or supervisor in either directory, the visitor can complete a contact form which will directly email you (using the email address specified in your AASW member details) with an enquiry.

### **Creating a directory listing**

As an AASW member, you can register to be listed in the '**Find a social worker**' and/or the '**Find a Supervisor**' directories. Listings are free and you can have multiple listings for different practice addresses. Your listing will be valid for as long as you are a financial member of AASW.

Within each listing form there are fields you need to complete to be added to the '**Find a social worker**' directory (located under the *Information for the community* tab on the AASW website), as well as fields you need to complete in order to be added to the 'Find a Supervisor' Directory (located under the *Practitioner resources* tab on the AASW website). The general information you enter for each listing, such as your name; contact details; practice location etc., will be included for both the 'Find a social worker' and 'Find a supervisor' directories.

Access a list of **Frequently Asked Questions** about the '**Find a social worker**' directory.

Access the '**Professional Supervisor Register: How to create a listing**' information sheet.

**Create a listing in the AASW Advanced Search Directory** >

7. You can create up to 5 different listings, based on the geographical location that you are offering your service/s. Select the *Sign Up* button to create a listing; this is highlighted in green below.
8. If you already have a listing and would like to create another one, select the next sign up available.

The screenshot shows a page titled "Advanced Search Directory Listing" with a blue header. Below the header are five listing forms, each labeled "Listing 1" through "Listing 5". Each listing form contains a "Sign Up" button with a right-pointing arrow. The "Sign Up" button for Listing 1 is highlighted with a green border, while the others are in a dark grey box. The forms are arranged vertically and separated by thin lines.

9. Each listing form includes 3 sections: *General and contact information*; *Find a social worker directory information* and *Find a supervisor directory information*. *General and contact information* includes some mandatory fields, however, if you only wish to be listed on the *Find a supervisor directory*, you can leave the *Find social worker directory information* blank and vice versa.
10. Complete the sign up form by ticking the boxes relevant to the services you provide, your expertise and your special interest areas. If you do not wish to include all of your details, you can choose the option 'n/a'.

## How to edit and update your details

If your practice address or contact details change, or you wish to update any part of your listing, login to the AASW website, go to the *Member Centre* and select *My Memberships* (see below).

The screenshot shows the AASW website interface. At the top, there is a navigation bar with 'BRANCHES' and a search box 'Find your branch'. Social media icons for Facebook, Twitter, and LinkedIn are present, along with a 'Search site' box. On the right, there are links for 'CONTACT', 'BOARD & BMC AREA', and 'MEMBER CENTRE'. A welcome message 'Welcome, Test Member' and a 'Log out' link are also visible.

The AASW logo (Australian Association of Social Workers) is displayed on the left. Below it, there are three main navigation buttons: 'Membership', 'Practitioner resources', and 'Information for the community'. A secondary navigation bar includes 'About AASW', 'Professional Development', 'Careers & study', 'Social policy & advocacy', 'Publications', and 'News & media'.

The breadcrumb trail reads: 'You are currently: > Member Centre > Update My Details'. On the left side, a 'Member Centre' sidebar menu is shown with the following items: 'Update My Details', 'Change Password', 'My Memberships' (highlighted with a green box), 'My Events', 'My Orders', 'My CPD Record', 'Online journals', ''Find a Social Worker' and 'Find a Supervisor' directories', 'Annual General Meeting', 'From the President', 'Conduct of Members', and 'AASW Election 2014'.

The main content area is titled 'Welcome to the Member Centre'. It contains the following text: 'The Member Centre is where you can find all the information related to your AASW membership.' Below this is a list of services:

- Update your contact details
- Renew your membership
- Change your password for logging into our website
- Access online journals (for members only)
- View details of your event registrations and other purchases made on our website
- Access your membership and other certificates
- Manage your listing in our 'Find a Social Worker' and 'Find a Supervisor' directories
- AASW Collective Trade Marks

At the bottom of the main content area, it states: 'If you need any assistance, please contact our Membership Team on 1800 630 124.'

Select from the drop down box that lists your membership type *Advanced Search Directory Listing*. Click on the *Signup* button, listed below. Make the changes to the form and press the *Submit* button at the bottom of the form to save changes.

## My Memberships

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Welcome, Test Member

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'My memberships' allows you to manage your membership. If you need any support, please contact our Membership Team on 1800 630 124.

Advanced Search Directory Listing (Lis ▾)

Membership **Signup Details**

### GENERAL AND CONTACT INFORMATION

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\* Member first name

Test

## How to search for a social worker/supervisor?

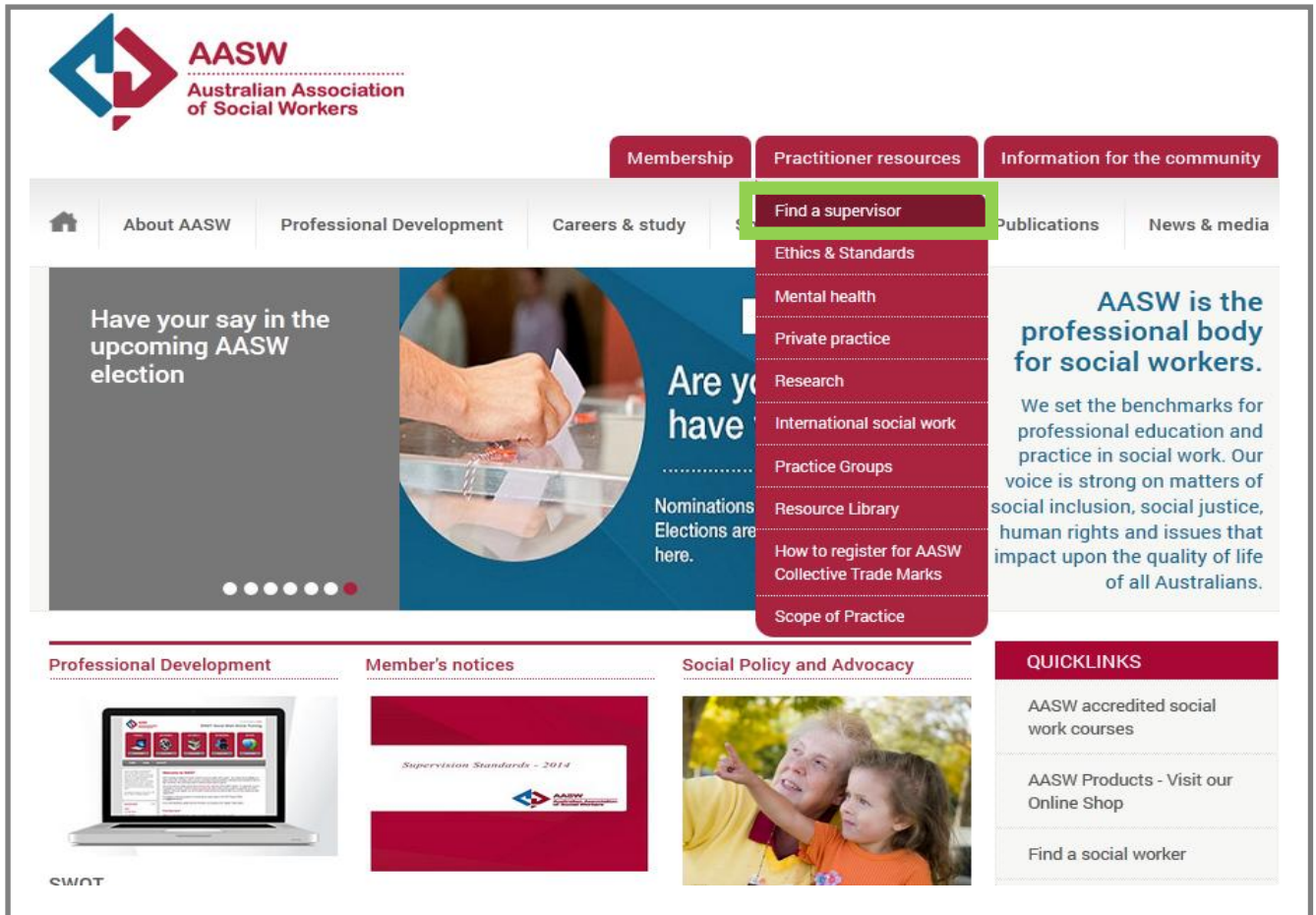
To test your listing or to show others how to locate your listing:

1. Go to [www.aasw.asn.au](http://www.aasw.asn.au)
2. To find a social worker, select *Find a social worker* on the home page under quick links **OR** go to the *Information for the community* tab and select *Find a social worker*.

The screenshot shows the AASW website home page. At the top left is the AASW logo (Australian Association of Social Workers). Below the logo is a navigation bar with tabs: Membership, Practitioner resources, and Information for the community. Under 'Information for the community', a dropdown menu is open, listing various services and links. The 'Find a social worker' link is highlighted with a green border. Below the navigation bar is a main banner area with a woman's portrait and a 'Period of grace ends 31 August' announcement. Below the banner are three columns: Professional Development, Member's notices, and Social Policy and Advocacy. At the bottom right is a 'QUICKLINKS' section with a 'Find a social worker' link highlighted in a green box.



- To find a supervisor, select *Find a supervisor* under the *Practitioner Resources* tab on the AASW home page.



## Frequently Asked Questions

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***Q: If I update my AASW membership details, will my Advanced Search Directory listing be updated automatically?***

A: No, you will need to update your listing separately to your AASW membership profile. This is because members typically have their home address for the AASW membership profile, and a work/office space address for their Advanced Search Directory listing

***Q: What will happen to my Advanced Search Directory listing, if I let my membership lapse?***

A: Your listing will expire. Listings are only available/valid for as long as you are a financial member of the AASW.

***Q: How can I check my listing details?***

A: Follow the instructions as outlined on page 7 of this document above) by selecting the listing you created. You can also search for yourself via the 'Find a social worker' or 'Find a supervisor' directories to ensure you have captured all of the required information in your listing. Information about how to search for a social worker or supervisor is outlined on pages 8-9.