

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Field Education Manager, Social Work
DEPARTMENT:	Faculty of Education and Professional Studies
SALARY LEVEL	Four (4)
EMPLOYMENT DEFINITION (STATUS):	Full-Time Administration
SUPERVISOR:	Manager, Faculty of Education and Professional Studies

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Faculty of Education and Professional Studies the Field Education Manager is responsible for local community engagement in the development, management and evaluation of field education for students in the Bachelor of Social Work program. Responsibilities further include field placement identification, allocation, preparation, monitoring and auditing of the practice education providers to ensure appropriate capacity, quality and evaluation of the student learning experience. This may include innovative approaches to Field Education in rural and Northern communities.

The Manager will supervise one Clerk, as well as be responsible for the recruitment, hiring and supervision of the Field Liaisons. The Manager will have a substantive contribution to ensuring high quality field supervision through the training of agency supervisors and supervision of field liaisons. The Manager will also work in partnership with numerous local, national and international stakeholders to develop and sustain a range of high quality field education opportunities for social work students.

DUTIES AND RESPONSIBILITIES:

Field Education Development and Management: (60%)

- Supervise and delegate tasks to the Clerk, School of Social Work
- Recruit, hire and supervise the Field Liaisons, which includes providing training
- Develop marketing and retention strategies to establish and maintain relationships with partner agencies (locally, provincially, and internationally) in order to solicit, negotiate and secure placements each term as per the social work curriculum to ensure high quality field education alongside the taught elements of the program
- Develop and administer field education policies and procedures, and ensure that the course design and delivery comply with accreditation standards, program requirements and university regulations
- Negotiate and relay pertinent information regarding contracts/agreements and partnerships with field education sites and monitor ongoing requirements
- Develop and oversee a field education database of partnering agencies and field supervisors, including the negotiation of relevant contracts or affiliation agreements and act as a liaison for legal liability, liability insurance and WSIB agreements
- Design a transparent matching process for students and agencies, assess student learning requirements and readiness for settings through one-to-one student meetings, and assign students to agencies consistent with students' learning and development needs
- Manage all placement processes for students and partnering agencies, and ensure all required documents, including the development of memorandum of understandings, are sent to appropriate settings, which may include innovative approaches to field placements in rural and Northern communities
- Consult with faculty for appropriateness of placements and provide updates on placement requirements that might influence curriculum changes

- Collaborate with other NU experiential learning staff to ensure a coordinated effort in seeking out community partnerships
- Provide advice in relation to placement challenges and provincial trends in social work education. Forecast, predict, and develop solution strategies for potential issues and concerns related to the state of social work in the province
- Possess knowledge related to the Canadian Association for Social Work Education accreditations standards, occupational health and safety policies at different agencies in Ontario, and all relevant university policies regarding field education or clinical placements for students

Field Education Supervision:

(30 %)

- Recruit, hire, train and supervise RSW field liaisons and agency supervisors
- In conjunction with faculty, develop and set out how the student's learning and development will be recorded, monitored and evaluated during their field education, including the Field Education Handbook that will document the placement process for students and supervisors
- Organize and deliver induction sessions with students to discuss social work field education policies and procedures
- Develop and deliver workshops for students to support the development of resumes, interview skills and workplace behaviours to ensure student success
- As appropriate, participate in field integrative seminars to discuss progress and explore student learning needs, including the field placement courses.
- Oversee any special student circumstances in regards to field placement and liaise with partnering services or agencies as appropriate to ensure the implementation of any appropriate accommodations (e.g. Student Accessibility Services, Registrar's Office, and Dean's Office)
- Contribute to and coordinate the effective handling of student discipline and suitability matters, academic-related complaints and appeals as required
- Consult with and advise partnering agencies, field supervisors and liaisons regarding student issues/problems to resolution using relevant university policies, and support agencies through termination processes if necessary.
- Advise students on the appeal process if their performance has been deemed unsatisfactory
- Record student placement days, any extended absences, and manage appropriate make up days when deemed appropriate
- Review student files ensuring they are complete and include necessary academic and non-academic requirements the program
- Advise faculty of student issues as it pertains to field education
- Assist with managing risk and quality assurance aspects for student placements
- Suggest and recommend appropriate placements for particular students as it relates to student individual needs
- Organize and deliver professional development/training sessions with agency supervisors and field liaisons to ensure high quality instruction and supervision of students consistent with the program objectives and policies.
- Consult with students and/or field instructors to deal with any issues that may arise around a student's educational development or an agency supervisor's professional growth and development
- Ensure resolution of disputes and conflicts that occur with students within the field education setting following the steps outlined in the Field Education Handbook
- Work with Student Accessibility Services at Nipissing University to identify strategies and tools to provide student accommodation in the clinical settings as required
- Monitor all field settings to ensure that students are provided with the varied learning opportunities and the supervision required to be compatible with the values and principles of the social work profession and CASWE
- Maintain effective working relationships with all partnering organizations and field supervisors to ensure high quality field education provision

Administration/Quality Assurance/Other:

(10 %)

- Manage student and supervisor field placement evaluations

- Prepare an annual monitoring report on social work field education documenting strengths and development issues for this aspect of the program
- Audit all field education sites on a yearly or biennial basis
- Track any students who receive failing practicum report and make recommendations for follow-up in the program
- Coordinate as appropriate, attend and contribute to program (e.g. Termination of Placement Review Panel), other committee (e.g. Social Work Community Advisory Circle & Field Advisory Committee) or faculty meetings as required
- Assess all current and potential field education provider requirements, issues and enquiries and resolve them in a timely and effective manner
- Plan and carry out appreciation initiatives for field education supervisors
- Oversee the development and maintenance of the field components of the social work website and social work information hub
- Deliver presentations to prospective students and parents at Open Houses and attend other relevant community events as a representative of the social work program
- In collaboration with Social Work Director, prepare annual budget for field education
- Participate in and develop external networks, for example to contribute to influencing the regional / national social work field education agenda or building relationships for future activities, particularly where attendance is beneficial to your role at the university (e.g. Ontario Alliance for Social Work Field Education Directors, CASWE).
- Disseminate best practice in the area of Social Work Field Education to students, partners, and the social work professional community
- Promote a social work culture of ongoing learning and development, scholarship and ethical professional practice

QUALIFICATIONS:

Education:

Social Work Degree (MSW) and active registration with the Ontario College of Social Workers and Social Service Workers is required

Training, Experience, Knowledge & Skills Required:

- One to three years related experience in field education coordination
- One to three years of supervisory experience in a Social Work setting
- Classroom and/or training experience
- Experience with online education would be considered an asset
- Experience with Microsoft Office Suite (Word, Power Point), databases, the Internet and other relevant software
- Ability to work independently and as part of a team
- Self – motivated
- Excellent communication (oral and written), presentation, customer service, networking, multi-tasking, time management and problem solving skills
- Organizational and planning skills
- Knowledge of social work regulations and social work education in Ontario and Canada
- Ability to provide guidance
- Strong analytical and critical-thinking skills
- Ability to handle a diversity of details in order to make informed and responsive decisions on matters that impact students, agencies and faculty
- Ability to read, analyze, and interpret periodicals, professional journals and accreditation body regulations.
- Ability to write reports, business correspondence, and procedure manuals
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Leadership and public speaking skills

- Knowledge of the university system and issues surrounding higher education in Ontario
- Knowledge and experience of budget development

POSITION RELATIONSHIPS:

Supervised by: Manager, Faculty of Education and Professional Studies with additional day-to-day direction from the Director, School of Social Work

Workers Supervised:

- Clerk, School of Social Work
- Field Liaisons, School of Social Work

Internal Contacts:

Staff, students, faculty, and field liaisons

External Contacts:

- Field Education agencies and other partners
- On-site and off-site social work agency supervisors
- Other social work educators
- Potential students
- General public
- Canadian Association for Social Work Education, Field Education Committee
- Ontario College of Social Workers and Social Service Workers
- Coalition of Ontario Field Education Directors
- North American Network of Field Education Directors
- Council on Social Work Education

MATERIALS UTILIZED:

- General Office equipment
- Academic Calendar
- Curriculum Documents

PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:

- Visual and mental concentration
- Frequent interruptions
- Work outside of regular office hours may be necessary
- Occasional travel

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee

Date

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Approvals

Supervisor

Date

Director, Human Resources

Date