#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Field Education Coordinator

**Job Number:** A-316 | VIP: 1421

**Band:** OPSEU-9

**Department:** Bachelor of Social Work

**Supervisor Title:** Director, Bachelor of Social Work

**Last Reviewed:**  April 4, 2024

#### **Job Purpose:**

The Field Education Coordinator is responsible for contributing to the field education, career planning and personal growth of Trent University Social Work students, within a structural anti-oppressive practice framework. The coordinator promotes workplace opportunities to students, prepares them for placement processes and job search, generates workplace partnerships which provide students with critical thinking and marketable employment skills. The position supports seminar instructors in monitoring student performance, helps to resolve issues in field placements, and interacts with academic and professional bodies to strengthen ties between Trent University and the community.

#### Key Activities:

##### Collaborate with faculty and work independently to develop appropriate field opportunities that meet accreditation and program requirements.

* Prepare a marketing strategy to build up a field partner database which involves promoting Trent Social Work students and a range of work integrated learning models within the social service community.
* Research, define and develop field learning opportunities (locally, nationally, internationally) in conjunction with academic course requirements and aligned with accreditation requirements (e.g., anti-oppressive frameworks, the requirement for field instructors to have a BSW or MSW). This includes developing protocols for selection and evaluation of placement sites and negotiation for prospective sites.
* Devise collaborative projects/programs that will serve community needs as well as meet curriculum and field placement objectives, such as Indigenous frameworks, Afrocentric perspectives, 2SLGBTQ+ and gender affirming care etc.
* Conduct in-person marketing visits, telemarketing, and email or direct-mail campaigns with potential field agencies across all levels of the organization, including senior executives, line managers and human resources representatives. Ensure accuracy of field and employer database.
* Determine and prepare appropriate presentations for field agencies, including both formal and individual one-on-one meetings.
* Build effective positive relationships with new and current field agency staff through personal, proactive and responsive service.
* Collaborate with other Trent Experiential learning staff (e.g., Coordinator, Workplace Partnerships in Durham; Director, Co-op, Careers & Experiential in Peterborough; Master of Management, and Child and Youth programs in Durham; Nursing in Peterborough) to ensure a coordinated effort in seeking out community partnerships and meeting community/agency needs.
* Coordinate the hiring or placement process by supporting agencies, and supporting students before, during and after interviews. Assist with and attend employer/placement information sessions.
* Attend networking events to promote and raise awareness of the Trent BSW program, including BIPOC networking events internal and external to Trent University.
* Advise employers on Trent University’s recruiting strategies and guidelines. Ensure ethical recruiting practices and coordinate placement offers, informed by best practices in EDI (Equity, Diversity, and Inclusion).
* Negotiate, maintain, and update affiliation agreements with placement sites and act as a liaison for legal liability, liability insurance coverage, WSIB agreements (Work/Education Placement agreements) and authorizing signatures.
* Develop and, in conjunction with the Social Work Academic Coordinator, maintain database of all students (information and number of placement hours completed), placement sites, and contact persons.
* Maintain rapport with Field Education Coordinators across the country (e.g., listserv, attendance at conferences, participation in collaborative projects).
* Plans and carries out appreciation initiatives for field instructors.
* Contribute to the educational, professional, and personal growth of participating students by helping them explore career options, develop job search skills, secure rewarding field learning opportunities, and gain marketable critical thinking and employment skills.
* Outline program requirements and promote field opportunities to Social Work students.
* Ensure student preparation for the work experience by participating in the design and implementation of preparatory activities, which cover topics such as required documentation, resume and cover letter writing, job search methods, interview preparation, career opportunities, report writing, social adjustment and appropriate work habits.
* In collaboration with the Social Work Academic Administrative Assistant, contribute to the development and maintenance of the field component of the Social Work website for documents available to students, seminar instructors, and field instructors.
* In conjunction with Field Seminar instructors, assist in preparing students on the development of appropriate learning objectives for their field placement.
* Request, receive, and review student placement interests and discuss goals and objectives with students keeping geographical, practical and realistic availability in mind.
* Match students with field opportunities.
* Provide guidance to students seeking non-traditional placements or that require special or unique student requirements.
* Provide field orientation to field instructors and seminar instructors regarding field processes, tracking system, and updated information re: course descriptions, learning outcomes, relevant forms and assessments.
* Ensure the completion of letters of agreement, confidentiality forms, certification of health and immunization, criminal records checks, vulnerable sector checks, additional agency-specific requirements, orientation and international placement restrictions and responsibilities.
* With the field seminar instructor, provide mediation and guidance to students and field instructors to resolve issues such as safety, performance problems, appropriate job responsibilities and interpersonal conflicts. Investigate terminations and provide students with guidance about the appeal process when their performance has been deemed unsatisfactory. Initiates follow up in the event of a student injury while on placement. Updates reports and forms as needed.
* Responsible for ensuring all field documentation is completed by students and field instructors, including learning logs, agreements, health and safety documents.
* Coordinates additional field-related training for students (e.g., ASIST, NVCI).
* Liaises with Risk Management, Student Health Services, Career Services, Academic Skills, Student Accessibility Services, Registrar’s Office, and Dean of Arts & Science Office.
* Collaborate with faculty and the Director to monitor the quality of positions, student performance during field experiences, and satisfaction levels of stakeholders.
* Assist field agencies in developing field descriptions and approve, in consultation with the Social Work Director and faculty, the descriptions according to course and accreditation requirements prior to presenting them to students.
* Monitor placements to ensure that students are provided with varied learning opportunities and the supervision required to be compatible with the values and principles of the social work profession and our accreditation body.
* In collaboration with the Director and Social Work staff, obtain final evaluation from students and agencies, and conduct follow-up with employers as appropriate.
* Assist the Director with annual review and evaluation of student placement experiences and program evaluation for accreditation purposes.
* Be an active member of the Field Advisory Committee, contributing to the preparation of agenda items, and following up on information gathering and action, based on recommendations by the committee.
* Promote and provide information about workplace partnerships.
* Assist in the development of policies and procedures to outline partnership requirements and student/field responsibilities, including, input to the Social Work Director on the Placement Handbook and the Student Handbook.
* Participate in departmental and university meetings as required (e.g., Departmental Committee, Ethics Committee, Community Advisory Committee).
* Develop workshops, promotional material and forms; organize multimedia presentations and displays; deliver presentations to groups, large and small, to disseminate information about placement opportunities and processes; (e.g., orientations, student town hall meetings, recruitment events).
* Establish and maintain linkages with assigned professional associations for networking and professional development.
* Provide information and guidance to faculty, high school students, and parents at recruitment events.
* Manage individual projects to support the department as required.
* Provide placement input university-wide as required.
* Identify topics for continuing education needs in the community and communicate the topics to the Social Work Director.
* Other duties as assigned.
* This position does not include teaching courses typically assigned to TUFA and CUPE instructors.

#### Education Required:

* Masters of Social Work.

#### Experience/Qualifications Required:

* Awareness of current social work employment market conditions and job search techniques.
* Knowledge of recruitment and hiring practices and performance management techniques, including equity- based initiatives for recruitment and retention of diverse candidates.
* Knowledge of Trent University’s social work program, including knowledge and skills reflective of anti-oppressive social work practices.
* Superior verbal and written communication skills, along with strong presentation skills and the ability to interact effectively with others.
* Ability to work well under pressure: well organized, results driven, effective time-management skills, and ability to focus on multiple priorities.
* Excellent negotiation and conflict-resolution skills.
* Demonstrated strength in project management, organization, evaluation, and reporting.
* Knowledge of experiential learning theory and practices and university risk management policies.
* Proven track record of productive relationship development and teamwork in multi-ethnic, multi-cultural, diverse environments with students, faculty, staff, and community.
* Self-starter with ability to work independently.
* Demonstrated computer skills (MS Office, database management)
* Ability to be flexible with working hours and ability to travel with access to a vehicle.
* Knowledge of social justice practices, Indigenous and decolonial theories, antiracism, human rights principles, intersectionality, and other critical theories relevant to social work is a major asset.

##### ACCESSIBILITY, EQUITY, DIVERSITY AND INCLUSION [AEDI] STATEMENT:

Trent University aims to provide a safe, accessible, equitable, inclusive campus for everyone. It seeks to address barriers and promote the inclusion of equity deserving groups and encourages applications from Indigenous Peoples, Black and racialized persons, women, persons who are differently abled, and people of diverse sexual and gender identities. We value the lived experience of our candidates. We strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.