**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Placement Coordinator

**Job Number:** A-316

**NOC:** 1223

**Band:** 9

**Department:** Bachelor of Social Work

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

**Last Reviewed:** July 4, 2016

**Job Purpose**

The Placement Coordinator acts as a liaison to coordinate unpaid placements that provide Social Work students with appropriate learning experiences. The Placement Coordinator is responsible for complex communication and problem solving to maintain positive working relationships with a variety of contacts inside and outside the University. The Placement Coordinator reviews agency specific academic and non-academic requirements and advises students on placement requirements and opportunities. This position works out of both the Peterborough and Durham campuses.

**Key Activities**

|  |  |
| --- | --- |
| **Placement Support**The Placement Coordinator arranges Social Work placements in a variety of settings (e.g. hospitals, non-profit agencies, community health settings), across Southern Ontario. Following consultation with Course Instructors and Program Director, the Placement Coordinator is responsible for negotiating and arranging placement experiences which meet the educational requirements for undergraduate students in the Social Work Program. The Placement Coordinator:1. Develops protocols for selection and evaluation of Placement sites and negotiation for prospective sites;
2. Assists faculty and Director in evaluating the appropriateness of placement experiences and make necessary changes;
3. Identifies untapped opportunities to provide access to a greater range of placement settings;
4. Projects student placement needs in collaboration with Course Instructors and Program Director;
5. Communicates with placement agencies regarding plans for student placements (dates, student numbers, etc.); monitors status of placement requests; approves or declines requests;
6. Initiates the contracts required between Trent University and the placement agency. Negotiates reviews and maintains affiliation agreements with placement sites and acts as a liaison for legal liability, liability insurance coverage, WSIB agreements (Work/Education Placement agreements) and authorizing signatures. Consults with university legal counsel and risk management as needed;
7. Promotes positive working relationships with placement agencies and other institutions.
8. Prepares, distributes, receives and tracks assessment forms associated with placements.
9. Develops and, in conjunction with Program Administrator, maintains database of all placement and internship sites and contact persons.
10. Ensures accurate record keeping of placement requirements for graduation purposes.
11. Coordinates training for Field Instructors and Faculty Field Liaisons.
 |  **30%** |
| **Student Support and Planning**The Placement Coordinator operates from a solid understanding of placement safety and academic requirements. The Placement Coordinator also has a sound progressive knowledge of career development and management.1. Establishes processes for matching students with placement opportunities;
2. Initiates student placement goals and agency contacts;
3. Receives and reviews student placement interests and discusses goals and objectives with students keeping geographical, practical and realistic availability in mind;
4. Identifies students who may require assessment and follow-up remedial activities following an extended absence from placement;
5. Provides guidance to students seeking non-traditional placements or that require special or unique student requirements;
6. Counsels students about placement opportunities that match their interests and aspirations; assists students with making informed choices about their placement requests;
7. Liaises with Risk Management, Student Health Services, Career Services, Academic Skills, and Student Accessibility Services, Registrar’s Office and Dean of Arts & Science Office;
8. Initiates follow up in the event of a student injury while on placement. Updates reports and forms as needed.
 |  **35%** |
| **Communications**Provides single point-of-contact for students, agency hosts and faculty regarding placements.1. Provides agencies with updated information re: course syllabi, course objectives, relevant forms and assessments.
2. Attends placement meetings as required.
3. Notifies students and faculty of non-academic placement requirements in relation to 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.
4. Provides placement input university-wide as required.
5. Delivers presentations to groups, large and small, to disseminate information about placement opportunities and processes;
6. Provides input to the BSW Director on the Placement Handbook and the Student Handbook;
 |  **15%** |
| **Operations and Administration** 1. Guides the administration of placement paperwork
2. Maintains an up-to-date inventory of placement sites and contact people.
3. Streamlines processes and improves coordination and communication of the placement processes.
4. Designs, updates and maintains forms for placements.
5. Participates in departmental and university meetings as required.
6. Assists the Director with annual review and evaluation of student placement experiences and program evaluation
7. Other related duties as assigned.
 |  **20%** |

**Education**

Masters of Social Work

**Experience Required**

1. Two to three years of current experience including managing and coordinating placements, networking, and community-relations
2. Strong communication skills, both written and verbal
3. Ability to work with community agency partners in a collaborative manner
4. Demonstrated computer skills (MS Office, databases, Internal Placement Tracking System)
5. Strong organizational and problem solving skills with attention to detail
6. Initiative, tact, diplomacy and personal relation skills required
7. Project management and teamwork skills required with high level of self-directedness.
8. Demonstrated presentation skills
9. Ability to preserve and maintain confidentiality
10. Knowledge of the CASWE accreditation standards
11. Ability to interpret learning experience needs of students and match them to the capabilities of placement agencies
12. Ability to work well under pressure
13. Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff