

## Role Description: Field Education Coordinator

- 2023/10/06

### Overview

At least one faculty member of the CMU Social Work program will perform the role of Field Education Coordinator. Over time, this role may circulate among qualified faculty members of the CMU social work department.

The field education coordinator responsible for the ongoing development and coordination of the field education portion of the BSW degree. In this role, the Coordinator has a primary role in developing, planning, promoting, implementing, monitoring and evaluating the quality and rigor of the field education program. This role is key in ensuring high quality integration of classroom and practicum learning. Performing this role well requires the skill and capacity to recruit and maintain agency partnerships for field placement settings as well as to evaluate these in order to ensure they have the quality and capacity to ensure appropriate student learning outcomes.

Further responsibilities include the preparation of field placements along with the development of ongoing audit protocols to ensure the standards of the field education program remain strong and are reflective of the educational needs of students, the needs of community and according to the standards set forth by the Canadian Association of Social Work Educators (CASWE).

Acting as a field education coordinator will require competence in the developing of field education policies, procedures and manuals; as well as in teaching and developing field education. Building and maintaining connections and relationships within the local field agency community will also be essential to this role.

### Areas of Responsibility for the Field Education Coordinator role

#### 1. **Develops and Maintains Agency Partnerships for Field Placement Settings**

- In collaboration with the Chair of SW (Department Head) develops criteria for placement settings and agency field instructors according to Canadian Association of Social Work Education(CASWE) standards
- Recruits, maintains and develops partnerships including field agreements with appropriate social service agencies who are able to provide students with learning opportunities according to the values and principles of the social work profession; and strengthens the role of CMU in the community
- Orients field instructors to the Social Work Program at CMU by providing professional development/training sessions to safeguard high quality instruction and supervision of students in line with the program's objectives and policies.
- Orients new faculty liaisons to the role of faculty liaison and role with students and agency including how to access the field placement database
- Monitors and audits the field education program to ensure the instructional integrity of the experience for students, including the conducting of placement site visits to ensure adherence to field education standards

- Communicates regarding good practice in the area of social work field education to students, partners and with the professional community of social work practitioners.
- In collaboration with the social work administrative assistant ensures compliance with Canada's Anti Spam Law (CASL) standards

## **2. Placement Matching Process & Ongoing Support**

- Compiles current information on placement agencies and available learning opportunities to inform students of possible placement settings, Develops and maintains a field education database of eligible field partners and field supervisors, students and field instructors
- Facilitates information sessions/meetings with students to ensure students understand field placement processes, placement options and placement processes
- Coordinates or facilitates resume writing and interviewing workshops in preparation for student placement
- Arranges an individual interview meeting with each student field applicant, review field application with student and begin to evaluate fit between student and agency.
- Attends meetings between students and agencies as required
- Matches students to placements to meet their learning objectives and competence levels
- Consults with SW Chair regarding student requests for a field placement in their place of employment, and the implementation of such requests
- Works with students with disabilities to ensure that appropriate accommodations are made in the placement
- Contribute to the effective handling of student discipline and professional suitability matters, academic-related complaints and appeals and/or fit between a student and an agency as required.
- Take on role of Faculty Liaison as needed
- Works with and provides update to faculty on any curricular changes impacting or impacted by changes in placement requirements
- Provides ongoing support to faculty liaisons and field supervisors, assisting with problem-solving issues with students throughout the regular field term
- Able to track provincial and national trends in social work education and consults with faculty in order to effectively forecast, predict and develop solutions to potential issues and concerns
- Delegates troubleshooting of student concerns to faculty liaison responsible for student placements during the spring term and provides consultation and support as necessary
- Informs Chair of Social Work of students at risk for successfully completing their practicum

## **3. Administration**

- In collaboration with SW Chair prepares, maintains and revises field education documents including the Field Manual and ensures that learning contracts, evaluations and other required field placement documents are regularly reviewed and revised as needed
- Ensures proper and accurate tracking of student documentation such as Indemnity/Insurance related forms as well as student Criminal Record and Vulnerable Person checks are current and on file
- In conjunction with faculty liaisons, field supervisors and Chair of SW develops, reviews and recommends changes to field education policies

- Develops guidelines and tools for the evaluation of students and the on-going evaluation of field instructors and field placements
- Ensures Field Feedback Forms are completed by field students regarding the field agency and field instructor, reviews feedback provided, and follows up, where appropriate, with field agency representatives
- Ensures annual monitoring and evaluation of the Field Education Program and in conjunction with regularly scheduled Social Work Program evaluations
- Updates or creates curriculum such as learning contracts and evaluations to match the learning needs and outcomes of the field education program.
- Participates as a member of the National Field Coordinators Group and ensures that the Field Education Program meets the Accreditation Standards of the Canadian Association for Social Work Education.
- Attends bi-yearly meetings of the National Field Coordinators Group in fall and during the CASWE conference in spring each year.
- Co-chairs the CMU Social Work Steering Committee
- Participates in field related research on behalf of CMU and in collaboration with the National Field Coordinators Group.
- Assists in the preparation for accreditation visits and reviews as needed

**4. Additional considerations**

- The field education coordinator must register with the Manitoba College of Social Workers (MCSW). (*Applicants considering this role must, therefore, be eligible to register with MCSW.*)