

Job Posting

Job ID: 26160
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C
Business Title: Field Education Coordinator
VP/Faculty: Faculty of Arts
Department: Social Work
Salary Range: \$50,192.00 (minimum) - \$60,254.00 (midpoint) - \$72,303.00 (maximum)
Full/Part Time: Full-Time
Desired Start Date: 2017/06/01
Job End Date: 2019/05/31
Funding Type: Budget Funded

Closing Date: 2017/04/20

Available Openings: 1

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Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

Job Summary

The incumbent works with the Chair of Field Education to plan, organize, develop and administer the process for field placement practica for BSW and MSW students. Key responsibilities include arranging field education placement; meeting placement selection deadlines; communicating and consulting with agencies, students and faculty liaisons/faculty related to field education, developing field education policies and procedures and manuals.

Organizational Status

The incumbent reports to the Director of the School of Social Work and the Chair of Field Education. All support staff report to the Administrator. The incumbent interacts and communicates with faculty members, students, staff, external professional social work agencies, and departmental offices of the Faculty of Arts, and other academic and administrative units on campus as required.

Work Performed

The incumbent:

- ensures, in conjunction with the Chair, that deadlines are met both for finding a sufficient number of appropriate placements for students and ensuring that students have secured placements in a timely manner.
- processes, reviews, and assesses applications by agencies and organizations and makes recommendations for affiliation as a field placement.
- plans and organizes appropriate events for field instructors, field liaisons, and students, such as

orientation sessions and recognition events.

- researches, identifies, develops and recommends opportunities for placements
- conducts placement site visits to ensure placement adherence to field education standards.
- develops curricula and materials, e.g., manual, learning contract, evaluations, which appropriately reflect the objectives and standards of field education as well as the learning experiences needed to prepare students for social work practice.
- develops, in conjunction with the Chair, appropriate policy and practice standards and the corresponding manuals which clearly outline procedures in field education.
- develops educational opportunities between the faculty, agencies, and field instructors.
- communicates with stakeholders and disseminates information.
- provides ongoing consultation to the three stakeholder groups: agencies, students, and faculty liaisons/faculty.
- provides individual consultation to students, as required.
- supports and consults with field liaisons in an ongoing manner throughout the academic year.
- ensures evaluations of all components of the field education process are completed and on file.
- oversees the keeping of records on student placements, agency affiliations as well as managing and tracking information and processes related to field education.
- sits on the Practice Education committee of the College of Health Disciplines
- performs other related duties as assigned.

Supervision Received

The incumbent works under general direction and in consultation with the Chair of Field Education.

Supervision Given

May oversee and direct work of employees in lower classification.

Consequence of Error/Judgement

This position interacts directly with students, the academic community and the professional social work community within the Lower Mainland on issues of practice and directly affects the reputation of the School. Incorrect or inappropriate decisions may adversely affect student progress and the credibility of the School of Social Work.

Qualifications

Undergraduate degree in a relevant discipline. Bachelor of Social Work required and Masters of Social Work preferred. Minimum of three years experience or the equivalent combination of education and experience. Three years of relevant social work practice experience required. Experience in health care sector preferred. The incumbent must have a good understanding of the professional social work community within the Lower Mainland and be aware of current social work practice and policy trends. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, polite, culturally sensitive, diplomatic, and tactful manner. Ability to deal with people in a courteous, calm manner. Ability to deal effectively with a diversity of people. Ability to develop and maintain cooperative and productive working relationships with faculty, staff, students, community partners, and general public. Ability to work effectively independently and in a team environment. Ability to work effectively with minimal supervision. Ability to exercise sound judgment. Good policy interpretation and implementation skills. Ability to effectively use MS Office at an intermediate level(e.g., Outlook, MS Word, MS Excel). Ability to use database software.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

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