

About the Position

Field of Specialization: Practicum coordination

Academic Unit: Social Work

Category of Appointment: Term

Rank/Position Title: Instructor I (MSW Field Co-ordinator)

Start Date: January 1, 2024

Closing Date: October 15, 2023 or until filled

The School of Social Work invites applications from qualified candidates for a one-year term appointment as Field Coordinator at the rank of Instructor I (with a job description) beginning January 1, 2024.

The MSW Field Practicum Co-ordinator will work collaboratively with other field coordinators at the School of Social Work to administer the graduate field program. The position of field coordinator is primarily responsible for facilitating appropriate matches between students and field placement settings in accordance with the curriculum, the students' learning needs, and the needs of the field setting. The position also requires identifying potential new placements, recruiting new placements, building and strengthening relations with existing field placement agencies, working with the field committee to develop policies and procedures governing field, troubleshooting problems in field placements, and other field related duties.

To see the full position posting, please visit Carleton University's Deputy Provost's website at <https://carleton.ca/deputyprovost/jobs/academics/>.

We encourage applications from candidates from groups underrepresented in Social Work with experience in mentoring students from such groups.

About the Academic Unit

The School of Social Work is committed to progressive and critical approaches to social work and offers programs at the Bachelor, Masters, and PhD levels, with outstanding research expertise in social work education, social welfare policy, Indigenous knowledge, immigration and refugee issues, trauma, and care work. See <https://carleton.ca/socialwork/>.

Qualifications

The position requires a candidate with a Master of Social Work (MSW) degree who has demonstrated work experience, knowledge of practicum-based learning, and skill in field education. Experience teaching in social work would be an asset. Candidates must be eligible for registration with the Ontario College of Social Workers and Social Service Workers and must demonstrate an aptitude to work collaboratively and to problem solve challenging situations involving a variety of stakeholders. For additional details, please see the job description.

Application Instructions

Applicants must submit all the following information electronically in a single PDF file to be considered for the position: (1) A cover letter of application addressing your qualification and interest in the position; and (2) a curriculum vitae that addresses experience as a social work practitioner; (3) the names of three academic or professional references. All information must be submitted by October 15, 2023, to Sarah Todd, Professor and Director of the School of Social Work, at sarah.todd@carleton.ca.

Please include a statement that reflects your perspectives on and/or experience dealing with issues of equity, diversity, and inclusion in your teaching, service, or professional activities.

Please indicate in your application if you are currently legally eligible to work in Canada.

About Carleton University

Located in Ottawa, Carleton is an innovative teaching and research institution with a tradition of leading change. Internationally recognized academics, staff, and researchers engage more than 31,000 students in over 100 programs of study. Carleton has long been known for promoting research excellence and connectedness and is involved in partnerships around the globe. With strong leadership, it enjoys a healthy financial position and our proximity to government and cultural institutions, media, and a thriving knowledge economy make Carleton and Ottawa a great place to work, learn, and live. Our picturesque campus is fully accessible and, along with award-winning student services, Carleton's Paul Menton Centre for Students with Disabilities has been heralded as the gold standard for disability support services in Canada. Learn more about our university and the city of Ottawa at <https://carleton.ca/deputyprovost/jobs/>.

Carleton University is committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our university including, but not limited to: women and gender minorities; racialized individuals; Indigenous Peoples; persons with disabilities; and persons of any sexual orientation and/or expression. Furthermore, Carleton understands that career paths vary and interruptions will not prejudice the assessment process. We invite you to review our revitalized Indigenous strategy, Kinàmàgawin at <https://carleton.ca/indigenousinitiatives/cu-files/kinamagawin/> and visit our Department of Equity and Inclusive Communities at <http://carleton.ca/equity> for information about our commitment to leadership in the areas of equity, diversity, and inclusion.

Accessibility is a university strategic priority and applicants selected for an interview who require accommodations are invited to contact the Chair as soon as possible to ensure that appropriate arrangements may be made.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. All positions are subject to budgetary approval.

SCHOOL OF SOCIAL WORK CARLETON UNIVERSITY MSW FIELD PRACTICUM COORDINATOR, JOB DESCRIPTION

May 2016

Preamble:

The position of the *Field Practicum Coordinator* for the Master of Social Work (MSW) is an Instructor position with an individual job description per Article 12.1(b) of the Carleton University Academic Staff Association (CUASA) Collective Agreement. Accordingly, the duties contemplated for this position were developed by the School Director in consultation with the employees concerned and were recommended to the Faculty Dean for further consultation and finalization. Copies of this job description are maintained by the Office of the Dean, Faculty of Public Affairs (FPA); the Director of Human

Resources; and CUASA. Note that the following individual job description is separate to and distinct from a job *advertisement* and the *appointments* process.

There are two Field Practicum Coordinator Positions in the School of Social Work: the Field Practicum Coordinator for the MSW and the Field Practicum Coordinator for the BSW. Each position requires cooperation and open communication with the other. There will be overlap and work sharing between the two positions. The workload of the Field Practicum Coordinator for the MSW shall not exceed an average of thirty-five (35) hours per week over eleven (11) months within one calendar year. In accord with Article 13.4 (c) of the CUASA Collective Agreement, the MSW Field Practicum Coordinator for the MSW shall devote three quarters (3/4) of their time to duties specified in the following job description. Most of the remaining time available shall be used for professional and related development, and as required for training Teaching Assistants, serving on School, Faculty, and University Committees, or other duties as may be assigned by the Director from time to time.

MSW Field Practicum Coordinator General Job Description

The MSW Field Practicum Coordinator has primary responsibility for the overall management of the MSW field education program.

The MSW Field Practicum Coordinator has primary responsibility for administration of the following courses: SOWK 5606 (Foundation Year Practicum) and SOWK 5607 (MSW Advanced Year).

To ensure an equitable distribution of workload between the MSW and the BSW Field Practicum Coordinators because the number of students in the MSW program is substantially less than in the BSW program, the MSW Field Practicum Coordinator will also assume responsibility for placement of some BSW students.

The MSW Field Practicum Coordinator carries out the mandate of the position with credibility, authority, and influence, using resources effectively and efficiently.

Specific Job Responsibilities

The MSW Field Practicum Coordinator is primarily responsible for facilitating appropriate matches between students and field placement settings in accordance with the curriculum, the students' learning needs, and the needs of the field setting.

To ensure ongoing contact and real-world monitoring of the field program, the MSW Field Coordinator will normally teach one Practicum Seminar in each academic year.

The MSW Field Practicum Coordinator is responsible for the following tasks related to the Practicum:

- Link MSW practicum courses to MSW program level learning outcomes by working collaboratively with the Supervisor of the Graduate Programs.
- Ensure the MSW field education program reflects best practices in Social Work field education nationally and internationally.
- Ensure the MSW field education program complies with CASWE-ACFTS Accreditation Standards.

- Participate in the CASWE Field Education Committee, by serving as a member, attend the annual meeting, attend the annual video-teleconference in the fall, and participate in CASWE field educator consultations.
- Work with the BSW Field Practicum Coordinator to prepare and submit an annual report on field education activities.
- Prepare and submit reports to the Director on field activities for the MSW reaccreditation processes.
- Assist with the preparation of materials required for internal-to-Carleton and provincially mandated quality assurance processes relevant to the MSW.
- Revise, update, and create where necessary MSW field education policies and procedures, forms and manuals. Ensure that documentation is posted on the website and that it is available to students and placement agencies.
- Engage area agencies/organizations/programs in order to identify, recruit, and develop new field placements for Carleton MSW students.
- Ensure that agencies/organizations are informed that they must meet the obligation to protect students' health, safety, and human rights while in the placement or while engaged in activities on behalf of the placement.
- Communicate and cooperate with the BSW Field Practicum Coordinator to identify, recruit, and develop placement agencies available to students.
- Create and update information sheets and resources for students regarding placement opportunities.
- Work with the Practicum Administrator to facilitate the process of creating and renewing affiliation agreements with field settings, and to provide consultation on issues related to safety and liability in field placement.
- Monitor health, safety and human rights obligations, to ensure that students are protected in field placements.
- Develop and facilitate pre-placement workshops and activities for all students entering the field (e.g., Field Orientations, Agency Fairs, etc.).
- Review all Student Placement Application Forms to ensure each student meets the criteria specified by the placement.
- Meet individually with each student to collaboratively plan the student's field education for the appropriate term(s), and coordinate the matching and placing of students in field settings (approximately 150 BSW students and 85 MSW students per academic year).
- Initiate contact with field settings, collect and forward student documentation, and engage in ongoing communication with each student and field setting regarding the status of placement applications.
- Work diligently to ensure that every student is able to be placed in a field placement agency.
- Ensure required documentation has been submitted to the School by each student once a placement has been offered and accepted (i.e., insurance forms, Placement Agreement Forms).
- Provide practicum information packages to Field Supervisors once the placement is established.
- Review and approve alternative placement options, including distance placements and placements in students' places of employment.
- Work with the Practicum Administrator and the Director to identify the number of Faculty Liaisons required each term to ensure timely hiring of contract instructors (in conformity with the CUPE 4600 Unit 2 Collective Agreement, notably on the basis of incumbency and seniority).

Assign a Faculty Liaison to each student, and assign each student to a Practicum Seminar. Assign students to supplemental seminars/supervision in cases where this is required. Arrange for distance technology facilitated seminars for students in distance placements.

- Provide orientation and other training to Faculty Liaisons, and be available for Faculty Liaisons to provide consultation and guidance in decisions related to field placements. Facilitate meetings with Faculty Liaisons on a regular basis.
- Provide intervention in placements where student success is in jeopardy (e.g., review meeting(s), development of a remedial plan if applicable, placement termination and/or alternative placement if applicable).
- Provide orientation, training, and professional development workshops to Field Supervisors on a regular basis.
- Organize and hold annual appreciation events for Field Supervisors, including identifying and securing speakers and special guests.
- Enter each student's grade upon receipt of the grade recommendation from the Faculty Liaison. Follow up with Faculty Liaisons to ensure all required documentation is submitted for each student. Review and close each student's placement file.
- With the BSW Practicum Coordinator, Co-chair the Field Education Committee at the School of Social Work.
- Attend and participate in Faculty and School events and meetings as assigned by the Director.
- Participate in Faculty Committees or School Committees as assigned by the Director.
- Other related duties as assigned by the Director.