



Minnesota State Institution: Southwest Minnesota State University

MSUAASF Position Description

- **Employee's Name:** Click or tap here to enter text.
- **Working Title:** Social Work Director of Field Education
- **Position Control Number:** Click or tap here to enter text.
- **Salary Range present:** C
- **Salary Range proposed:** Click or tap here to enter text.
- **Department:** Social Science – Social Work Program
- **Bargaining Unit:** MSUAASF
- **Employment Status:** Full Time Part Time
- **Travel:** Occasional travel for conferences and student meetings
- **FLSA Designation present:** Click or tap here to enter text.
- **FLSA Designation proposed:** Click or tap here to enter text.
- **Created by:** Social Work Program
- **Reports to:** Dean of the College of Arts, Letters and Sciences

Resource Management (Factor 2)

- **Lead worker to:** none
- **Annual budget authority:** Yes in coordination with the Social Work Program Director. This position oversees the budget for the field education program.

Position Purpose

The Director of Field Education in the Social Work program is charged by the Council on Social Work Education (CSWE) to provide leadership in the ongoing administration and implementation of the social work program's field education program. This is a full-time, 12-month position based on the SMSU campus. The SMSU Social Work program is both a campus-based and online undergraduate program. This position will also be responsible for teaching SWRK 484, SWRK 485, SWRK 487, and SWRK 488 each semester for a maximum of five credits each semester (including summer sessions). The Director of Field Education may also collaborate with the faculty field liaisons who may teach those courses or sections of those courses depending on student numbers in the field education program each semester (including summer sessions).

Responsibilities and Results

1. **The Director of Field Education is responsible for the following program administration and development duties:**
 - Develop, implement and administer the field education program in accordance with the Council on Social Work Education (CSWE) field education accreditation standards
 - Prepare and manage all documents pertaining to the field education program for the program's CSWE reaffirmation of accreditation
 - Provide seminar instruction (SWRK 485, 487 and 488). The Director of Field Education may also collaborate with the faculty field liaisons who may teach those courses or sections of those

courses depending on student numbers in the field education program each semester (including summer sessions)

- Provide pre-field seminar instruction (SWRK 484). The Director of Field Education may also collaborate with the faculty field liaisons who may teach those courses or sections of those courses depending on student numbers in the field education program each semester (including summer sessions)
 - Develop, foster and retain field education program sites
 - Access and evaluate field education program sites to ensure that they can provide generalist social work opportunities for students to demonstrate social work competencies
 - Responsible for initiating, managing and collaborating with the SMSU Business Office to implement Memorandum of Agreements and other contracts between the university and the field agencies
 - Annually review, develop, and implement the SMSU Social Work Program's field education policies and procedures as outlined in the SMSU Social Work Program Field Manual
 - Identify, review, interpret and ensure compliance regarding field education with federal regulations, state statute, the Minnesota Board of Social Work Practice Act, CSWE accreditation standards and university policies and procedures
 - Develop, organize, and retain field data, forms and documents
 - Manage field instruction files for students including field paperwork (applications, resumes, learning outcomes agreements, evaluations, case notes, contracts with agencies and liability insurance)
 - Provide agency orientation for each student to ensure the successful completion of the practicum and answer questions before the practicum begins
 - Monitor regional, state, national and international trends and developments in social work field education and incorporate evidence-based best practices into the field education program
 - Collaborate with the SMSU Social Work Program Director and other social work faculty to advise and manage the budget for the field education program
 - Develop and deliver curriculum to educate, support and train agency field instructors in compliance with SMSU Social Work Program Field Manual and CSWE accreditation standards
 - Provide field supervision when agencies cannot provide a qualified social worker supervisor for student interns. Potentially, this position may also recruit, train, and oversee off-site field instructors/supervisors when agencies cannot provide a qualified social worker supervisor for student interns
 - Provide academic and professional advising as outlined by CSWE accreditation standards
 - The Director of Field Education would be responsible for building and maintaining relationships with social services agencies anywhere in the country where students find practicums
 - Engage and participate in the Social Work Program, Social Science Department, College of Arts, Letters and Sciences and/or SMSU committees as needed
- 2. Direct, coordinate and administer the SMSU Field Practicum for social work students through the following duties:**
- Assess students' readiness for field practicum experience and provide orientation to students for placement

- Facilitate field practicum placement process between students and potential field agencies in compliance with SMSU Social Work Program Field Manual and program policies and procedures
- Monitor, assess, and manage students in field practicum and/or collaborate with field seminar liaisons
- Coordinate, communicate and ensure compliance with field practicum stipulations and requirements from various agency and university policies and procedures including but not limited to local, state, and federal background checks, state and federal grants and health regulations
- Engage and address complexities in field practicum in consultation with field seminar liaisons, students, agency and agency field instructors, and additional faculty as necessary in compliance with established policies and procedures of the field education program
- Mediate and ensure that appropriate processes are in place to provide for the prompt and equitable resolution of conflicts in compliance with field education policies and procedures

3. Direct, coordinate and administer field education Pre-Field and Field Seminar courses

- Develop, teach, coordinate and oversee curriculum of the field education pre-field and field seminar courses (SWRK 484, 485, 487 and 488)
- The Director of Field Education may also collaborate with the faculty field liaisons who may teach those courses or sections of those courses depending on student numbers in the field education program each semester (including summer sessions)

4. Other duties as assigned

Minimum Qualifications (Factor 1)

- Master's Degree in Social Work from a CSWE accredited program
- Two years post MSW experience
- Licensed or license eligible for social work in the State of Minnesota

Preferred Qualifications

- Three years post MSW experience
- Experience in social work field education as a field director, field educator, field liaison or seminar instructor
- Understanding of online education
- The SMSU Social Work Program strongly desires to have a diverse program both in students and faculty/staff so applications who self-identify as diverse are strongly encouraged to apply.

Working Conditions

- The Director of Field Education is expected to be able to assist students, field instructors and faculty seminar liaisons outside of normal business hours.
- Provide consultation to address emergency situations involving students via email, telephone and/or text. University issued electronic equipment and office supplies will be provided

Physical Effort

- Minimal lifting and carrying of equipment and/or material

Communications and Relationships (Factor 3)

- The Director of Field Education must use significant persuasion, influence, and negotiation skills to secure appropriate field practicum educational opportunities for student success. The Director of Field Education consistently negotiates, and resolves unexpected and escalated complex situations including but not limited to discord between students, community agencies and academic expectations
- This position must develop and execute multi-faceted communication to establish and maintain quality relationships with students, faculty, university personnel, community stakeholders and professional partners
- The Director of Field Education provides critical professional development and training for professional community partners to educate and evaluate student mastery of the CSWE competencies for student success
- Additionally, this position is responsible for communicating with all levels of the university if necessary

Planning and Assessment (Factor 4)

- Social work field education is the signature pedagogy and a function of social work education which is mandated by the CSWE. Therefore, field education is a key component in implementing the program's vision for student success and completion
- The Director of Field Education is responsible for developing and implementing the field education program's assessment plan as mandated by CSWE accreditation standards that aligns with the program and university's strategic plan. The Director of Field Education analyzes and summarizes the data to identify and implement effective field education program policies and procedures. This position is responsible for developing and implementing the assessment plan for CSWE accreditation for social work field education
- As part of the program, accreditation assessment data is kept and tracked on a regular basis. Currently the program is tracking student achievement through assignments that align with CSWE's nine competencies. The program tracks the evaluation of student performance in their practicum. This is done through the final evaluation provided by the student's supervisor at their practicum. This benchmark is set at 4 out of 5 on a Likert Scale used for the student's evaluation. This data is provided to CSWE and is available to the public (as required by CSWE) on the social work website. This position is responsible for all assessment data related to the student's practicum
- The social work program also uses a competency based evaluation for students in their practicum that is completed by their supervisor at their practicum. This evaluation is based on the accreditation standards and provides students with a comprehensive evaluation of their work in their practicum

Decision Making and Accountability (Factor 5)

- The Director of Field Education must identify applicable laws and regulations that effect the implementation of social work field education. This position reviews, interprets and ensures

compliance with federal, state, Minnesota Board of Social Work, CSWE and university regulations, requirements, policies and procedures

- This position annually reviews, develops and implements field education program policies and procedures to ensure student success, safety, ethical standards for the profession, and expectations of the community partners
- The Director of Field Education requires novel and continuous problem-solving in ambiguous situations where precedent has not been established. This position consults and collaborate with faculty, university leadership, community stakeholders, and professional partners regarding policy and procedures and complex situation related to social work field education program
- The Director of Field Education makes decisions that balance competing priorities between student retention, program efficacy and maintaining community partner relationships

All employees must comply with all department and institution procedures and policies. Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business industry standards.

This description is intended to indicate the kinds of responsibilities and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

Minnesota State is an Equal Opportunity Employer and Educator.

This position description accurately reflects my current job.
Employee Signature and Date

This position description accurately reflects the employee's current job.
Supervisor Signature, Title and Date

This position description accurately reflects the employee's current job.
Institution Designee Signature, Title and Date

Supervisory Grid

Does this position have responsibility for personnel decisions? If so, place check marks in the applicable boxes

Supervisory Activity	For State Employees Only		
	Participate in process	Make recommendation	Make final decision
Hire: Review job applications for selections of interviewees; Interview applicants; Make hire determinations; Conduct probationary evaluations; Make certification decision			
Transfer: Transfer employee from one department to another; Transfer employee within department but to separate location; Transfer employee from one classification to another			
Suspend: Write/sign letters of suspension; Remove employee from payroll			
Promote: Complete/sign promotional rating form; Engage in additional evidence of employee promotion			
Discharge: Write/sign discharge letter; Remove employee from payroll			
Assign work: Assign work to employees; Assign overtime; establish work schedules; determine work priorities; Confirm temporary reassignments with department			
Reward: Enter letters of commendation, etc. in employee file; Grant discretionary bonuses			
Discipline: Issue oral/written reprimand			
Direct work: Approve position descriptions; Train/orient new employees on job duties; Instruct employees on performance of their job duties; Approve/reject work of employees; Grant/withhold step increases; Conduct performance evaluations and complete forms; Approve time records; Approve/reject vacation/absence leave			
Adjust Grievances: Hear on management's behalf at 1 st /2 nd step; Grant/deny grievances			