

The University of Texas at San Antonio

Job Description

Job Title: Field Coordinator
Code: 8106
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Social Work
Reports To: Director, Field Education

Summary

- Function: To provide professional administration and managerial skills in the coordination of assigned phases of program development, implementation, evaluation, and outreach.
- Scope: Responsible for administration, curriculum development and instruction, outreach, and service of assigned phases for the social work practicum component within the Master of Social Work (MSW) Program.

Duties

- Typical:
 - Administration
 1. Recruit, develop, monitor, and evaluate field instructors and practicum sites.
 2. Respond to inquiries regarding field education from students, liaisons, faculty, administration, field instructors, and community.
 3. Develop, maintain, and recruit resources for social work field education practicum sites.
 4. Coordinate the process of matching of students to agencies while providing ongoing negotiation and problem resolution as needed.
 5. Participate in liaison and advisor activities.
 6. Facilitate field practicum integrative seminar.
 - Curriculum Development and Training
 7. Implement field education curriculum.
 8. Coordinate and participate in facilitation of field education orientation experiences for students and field instructors.
 9. Support field liaisons.
 - Outreach and Service
 10. Maintain visibility in the local social service community through board memberships, provision of staff training, and workshops.
 11. Perform additional duties as assigned.

- Periodic:

- Administration

1. Participate in determination of student readiness for entry into field education.
2. Participate in development and implementation of orientation and training for students, field instructors, liaisons, and/or faculty.
3. Participate in the development and implementation of field instruction policies, procedures, and systems for smooth operation of field program.
4. Develop and maintain records and relational data base for all activities of field education.
5. Participate in the development and implementation of field education accreditation standards and departmental policies and procedures, which includes the Departmental Student Handbook and Field Manual.
6. Participate in committees as assigned.

Education

Required	Preferred
Master of Social Work from a CSWE-accredited program	N/A

Other Requirements

Required	Preferred
Social work licensure in Texas or eligibility for licensure in Texas.	Experience with CSWE accreditation standards and procedures.
Demonstrated knowledge of the human service delivery system within the San Antonio community/region.	
Strong skills in organization, oral/written communication, collaboration, and leadership.	
Exceptional interpersonal skills, including problem-solving, negotiation, and conflict resolution skills.	
Knowledge of Microsoft Outlook, Word, Excel, Power Point, and Publisher, as well as Internet and relational databases.	
Knowledge of academic and social work practice environments.	
Working knowledge of CSWE Educational Policy and Accreditation Standards.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years post-master's social work experience with a combination of clinical (direct service), supervisory, and administrative responsibilities.	One or more years experience in bilingual/bicultural administration and/or program development in a diverse population environment.
	Two years experience as a field instructor. Experience in teaching courses at the undergraduate or graduate level.

Equipment

Required	Preferred
Personal computers and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions. Travel to and from field practicum sites.	Some evening hours as required.

Supervision

Received	Given
General supervision from designated supervisor.	General and specific supervision of assigned staff and students.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
