 JOB DESCRIPTION

POSITION: Field Faculty Liaison

REPORTS TO: Director for Field Education

WORKS WITH: Field Education Team: Director for field education, coordinators of field

 education, field education office administrative assistant, field instructors, and

 students.

REQUIREMENT: Licensure as a master’s social worker. Driver’s license, car and the ability to travel

 Excellent interpersonal, group and conflict resolution skills. Professional verbal and

 written communication ability. Knowledge of social work systems, agency culture

 and the community human service delivery system. Ability to work independently

 as well as organizational competence with follow- through.

RESPONSIBILITIES: Monitor the educational progress of social work students within the assigned liaison

 group (number is negotiable with the Director for Field Education).

Make an agency visit, including the student and field instructor, a minimum of once per academic year with a phone contact the alternate semester (for new agencies and/or new field instructors this must occur during the fall semester). If problems arise in a placement which could interrupt the educational goals, additional visits are required.

Organize and facilitate field-based integrative seminars for all students within the liaison group. Format and content will be discussed at liaison orientation.

Be available to students and field instructors for support, problem-solving, and facilitation of learning activities to enhance the student’s educational experience.

Keep the field coordinator(s) informed of any problem situations which may interfere with the student’s successful completion of field education.

Read, give feedback, and sign a completed learning agreement and evaluation for each student, every semester. Recommend a final grade to the coordinator based upon the field instructor’s evaluation of the student and the student’s performance in the integrative field seminar.

Attend liaison orientation and evaluation sessions.