

## **Practicum Coordinator and Program Support**

Full-Time, Permanent, 1.0 Full-Time Equivalent (FTE)

As the Practicum Coordinator and Program Support, you support the Field Education Coordinator (FEC) and the Chair of Social Work in developing, monitoring, and evaluating the Social Work Field Education program. In this position, you are responsible for building and maintaining relationships with Field Agency Partners, working with students in progression through the placement matching process, and may act as a faculty liaison in teaching a cohort of field education students. Supporting the Chair of Social Work, you develop, maintain, and evaluate the program for quality improvement, handle reporting with CASWE, provide ongoing management, and assist in developing tools and resources for onboarding of new staff and faculty.

### **KEY AREAS OF RESPONSIBILITY**

#### *Field Agency Partnerships*

- In consultation with the FEC, identify and engage with potential field education partners to assess for appropriate social work student learning opportunities.
- Maintain accurate agency information on the departmental database system (IPT).

#### *Placement Matching Process*

- Assist with the coordination, preparation of materials, and delivery of the annual Social Work Field Placement Information session.
- Coordinate with Center for Career and Vocation as needed regarding shared priorities to promote and deliver work-integrated learning.
- Liaise with academic advisors and Registrar to assess student eligibility for field and to project field placement cohort sizes.
- Communicate to students the field application requirements and deadlines and follow up regarding missing student documentation.
- Assist the FEC with placement matching and follow up with students and agencies to confirm placements.
- Ensure IPT student and agency detail pages are up to date.
- Ensure placement confirmation letters are emailed to students and field instructors.

#### *Field Education for Students in Placement*

- Assist with development and delivery of orientation sessions for students and Field Instructors.
- Ensure all students, Field Instructors, and Faculty Liaisons have access to the appropriate learning contract and evaluation forms on IPT.
- Support Faculty Liaisons, Field Instructors and Students in using IPT.
- Assist Faculty Liaisons and FEC with problem solving challenges in field.
- Potential to provide the Faculty Liaison role for a cohort of students in field placement depending on program needs.

#### *Field Education Program Development and Monitoring*

- Support the FEC in developing policies and practices related to field education.
- Support FEC in producing reports for program development and evaluation.

#### *Social Work Program Development*

- Assist the Chair in preparing materials as needed for CASWE self-study.
- Assist with preparing reports as needed for ongoing program development and evaluation.
- Support the Chair and FEC in the preparation and administration of the Steering Committee.
- Co-development of orientation materials for new social work staff and faculty.

*This position may include additional or alternate duties, given the changing needs of the Social Work program over time, and the qualifications of the successful candidate. In addition, this position may be invited to take on up to one (1) course of field-related teaching each year, considered as within this 1.0 FTE of load.*

## **WORKING CONDITIONS**

This position works with standard office equipment and sits for periods of time performing keyboarding activities. The Practicum Coordinator and Program Support position works in a fast-paced office environment and actively communicates and works alongside others. This position may expect frequent interruptions.

## **WHAT YOU OFFER**

- A commitment to the Christian faith, the church, and the mission of CMU.
- A minimum of five (5) years of experience in Social Work or related field of practice.
- A degree in Social Work with a Master of Social Work preferred.
- Experience working in partnership with Indigenous led organizations.
- Post Secondary teaching experience.
- Sound oral and written communication skills.
- Strong project management and administrative skills with networking experience, experience in program development and evaluation is an asset.
- Ability to organize detailed information and complete work to meet deadlines.
- Ability to work both independently and in coordination with the Field Education Coordinator and Chair of the Social Work Program.
- Proficient in use of software packages including word processing, spreadsheets and databases.
- Demonstrated capacity to evaluate personal work and existing systems and identify areas for improvement.

## **WHAT WE OFFER**

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program

## **HOW TO APPLY**

We want to learn more about you! Please submit your cover letter and resume to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca). We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing Date:** Open until filled.

*Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.*

*If accommodations are needed, please send your request to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca).*