



School of Social Work
Field Education Program
Chico, CA 95929-0550
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Faculty Field Liaison Job Description

POSITION: Faculty Field Liaison

RESPONSIBILITIES & DUTIES: Develop a firm understanding of current CSWE core competencies and practice behaviors, field education policies and procedures, school calendar, field manual, curriculum, and field education goals and objectives.

Teach seminar course with approximately 10-14 students. Schedule varies based on class level (BSW/MSW) and learning mode (in-person or DL).

Participate in field orientation at the start of the academic year (3 hours).

Attend at least two (2) field liaison staff meetings per semester to gain relevant administrative direction and provide updates as needed on progress of students in field.

Meet individually with students either by telephone or face-to-face at least once per semester. This can occur either prior to, or at the time of the agency site visit, before mid-semester. Feedback between liaison and student is expected regularly.

Maintain on-going communication, as needed, with Agency Field Instructor regarding student field experience. Contact student's advisor if warranted. Inform Field Director of any concerns.

Coordinate and complete field site visits with students and agency staff a minimum of one (1) time per semester (fall and spring). During the fall semester, visits will occur on-site. In the spring semester, if distance, weather, or scheduling conflicts prevent an on-site visit from occurring a liaison may schedule a 3-way phone, Skype, or Zoom conference. The emergence of new, or the need for follow-up with continuing issues may also require additional on-site visits. Site visits include a meeting with the student, agency field instructor and field liaison. If a task supervisor is also working with a student every effort should be made to include the task supervisor as well in the agency visit. The meeting should include: a review of field education placement learning activities, student progress, and the learning contract to accurately evaluate the student's progress and overall field education experience. Coordination of site visits includes setting up appointments, travel time, and site visit with Agency Field Instructor and student. Documentation of the site visit will be entered on the student evaluation form on IPT.

Be available to agency and student throughout the academic year, including making additional site visits, as warranted.

Review field education assignments including learning agreement, journals,

Completion and submission of field grades by the due date for final grade submission.

Document all field site visits on IPT on student evaluation form.

Complete Field Liaison Evaluation of Agency form for any agency that is providing a field practicum placement for the first time or for any agency that areas of concern were noted by the liaison. The evaluation will communicate to the Director of Field Education the strengths, resources, and limitations of agencies and field instructors in meeting the individual educational needs of our students.

Monitor and communicate to Director of Field Education all risk-management issues including, but not limited to, safety, ethical and/or legal violations within 24 hours of any incident in the field. Concerns, incompletes and poor performance are to be communicated regularly through email, telephone or in-person contact with the Director or BSW Coordinator of Field Education.

Develop positive relationships with assigned field agencies and instructors, reflecting understanding and identification with the values, skills, and knowledge base of the profession.

Represent CSU, Chico School of Social Work communicating the School's mission and goals, policies and procedures, and the appreciation we have for the contributions field instructors and agencies make to the professional education of our students.

Visit with any student or supervisor as often as needed to resolve and perceived problems arising within the field setting. Complete a Performance Contract with the student and agency field instructor to document the area of concern and a clear timeline delineating how the concern will be addressed.

Clarify and support field instructors regarding the expectations of CSWE core competencies, practice behaviors, field education objectives, and specific appropriate field experiences/activities.

Identify and communicate to the Director of Field Education new agencies that may want to have student field education placement as a part of their agency work.

Be available for consultation time with students who have questions or concerns about their field placements.

Participate in annual appreciation reception for field instructors and field liaison, if possible.

Notify the field staff and Director of Field Education regarding information changes for students, field instructors or agencies.

**KNOWLEDGE,
SKILLS &
COMPETENCIES**
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Master's degree in social work.

Individual must have at least 5+ years social work practice experience and a minimum of 3 years in one or a combination of the following: field liaising, field instruction, staff supervision, social work education, or training.

Understanding of adult learning methodologies and diverse learning styles of students.

Positive liaison ratings from year to year.

Must complete CSUC hiring process to serve as a faculty field liaison. Liaisons will not receive student assignments until this has been submitted.

Prior clinical supervisory and/or management experience in agency-based settings in desirable.

Knowledge of current CSWE Accreditation Standards.

Knowledge of and ability to demonstrate respect for issues of multiculturalism and diversity.

Strong oral and written communication skills. (Must be comfortable working with email communication).

Excellent organizational and time-management skills.

Ability to exercise independent professional judgement when appropriate; strong decision-making skills.

Computer skills: proficiency in all programs of the current Microsoft Office suite, Blackboard course management system, and Sococo virtual meeting software.

Proficiency in or open to learning Intern Placement Tracking (IPT) system to review and maintain field documents.