



Booth University College

Coordinator Field Education and Work Placement Programs

For an experienced and registered Social Worker interested in working with students in an institution committed to providing education for a better world, **Booth University College** is offering the opportunity to work collaboratively with Faculty and partner agencies as our **Coordinator, Field Education and Work Placement Programs**.

Essential Functions of the Job

Reporting to the Vice President Academic and Dean, the Coordinator, Field Education and Work Placement will develop policies and procedures for these programs, ensure the quality of placements, provide supports for students in placements, and develop and maintain effective relationships with partner agencies. Current programs include Psychology Internships, Social Work Field Education and Urban Service Learning.

Key responsibilities include

- Identify, assess and recruit partner agencies and organizations for designation as field education/work placement sites, ensuring eligibility criteria are met based on learning needs, course objectives, and accreditation standards
- Develop and facilitate a transparent placement matching process for student and agencies, ensuring students have met eligibility criteria and that placement is consistent with students' learning and development needs
- Develop field education and work placement policies, procedures, and manuals
- Monitor and evaluate effectiveness of placement programs
- Develop and maintain contracts and agreements with agency partners
- Develop and deliver training courses for field instructors and orientation sessions for field instructors, students, and new faculty liaisons
- Provide guidance and assistance to students in placements
- Contribute to the effective handling of student discipline and professional suitability matters, academic-related complaints and appeals as required
- Maintain a variety of records relating to each of the placement programs including a database of partnering agencies, students, and field instructors

Key Skills and Requirements for the Job

- Recognized degree in Social Work, Master level preferred

- Active registration with the Manitoba College of Social Workers
- 3 years' experience in social work practice
- Proven effective interpersonal communication skills including diplomacy and cultural sensitivity; ability to establish and maintain relationships with various stakeholders including students, community agencies, staff and faculty
- Creative problem solving skills
- Highly organized and experienced in database management; efficient in use of Microsoft Office
- Commitment to the mission of Booth University College and demonstrated ability to integrate Christian faith within the workplace
- Satisfactory Criminal Record Check certificate

To apply

Apply with cover letter and resume to Marilyn Coupland, Human Resources Coordinator at boothuc_careers@boothuc.ca Applications will be reviewed as received and accepted until April 22, 2019.

About Booth University College

Booth University College is an undergraduate Christian institution centrally located in Winnipeg. We are rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society and are committed to "Education for a Better World" as described in our mission statement:

William and Catherine Booth University College, rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how Christian faith compels them to bring hope, social justice and mercy into our world.