



The University of Texas at San Antonio™

Job Description

Job Title:	Field Coordinator	Job Family:	Ed Support
Type:	Classified - Exempt	Job Code:	18106
Department:	HCAP Social Work	Salary Grade:	59
Reports to:	Director, Field Education	Created/Revised:	2/6/2024
Work Modality:	On-Campus, Remote, Hybrid		

Job 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.

Core Responsibilities

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.
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Minimum Requirements

Education/Certifications

- Bachelor's Degree in Social Work or related field.

Preferred Education/Certifications

- Master's of Social Work from a CSWE accredited program.

Experience

- 3 years of related experience post-graduation.
- 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).

Preferred Experience

- One or more years of experience in bilingual/bicultural administration and/or program development in a diverse population environment.
 - Experience in teaching courses at the undergraduate or graduate level.
 - Experience with CSWE accreditation standards and procedures.
 - Experience working in a field practicum program
 - Experience as a Field Instructor
 - Social work licensure in Texas or eligibility for licensure in Texas
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Knowledge Skills & Abilities

- Basic understanding of clerical procedures and systems such as recordkeeping and filing
 - Demonstrated independent decision-making and problem-solving ability
 - Excellent verbal and written communication skills
 - Proficient in Microsoft Office Suite
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Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Office Environment.
- Requires use of personal computing equipment, telephone, multi-functioning printer and calculator.
- Ability to travel to and from meetings, training sessions or other business-related events.
- Occasional after hours and weekend work or overtime may be required

Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional