



<b>Job Title</b>	Field Supervisor
<b>PVN ID</b>	VA-1809-002721
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Creative Arts Team
<b>Status</b>	Part Time
<b>Annual Salary</b>	\$15,000.00 - \$15,000.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Nov 12, 2018 (Or Until Filled)

## General Description

---

The Field Instructor is responsible for selecting and designing appropriate assignments for two MSW students at the Silberman School of Social Work at Hunter College in partnership with the task supervisor (in this case, CAT's COMPASS-On Track program manager), develop learning goals and objectives with the students, evaluate the students' performance, and manage issues or concerns arising in the course of the field instruction relationship.

### EXPECTATIONS OF FIELD INSTRUCTOR

The field instructor holds an MSW degree, a Seminar in Field Instruction (SIFI) certification, three years of post-master's social work experience, a high level of professional competence, and licensure and current registration as either an LMSW or an LCSW or its equivalent. The field instructor has the ability to teach MSW students, including the capacities for conceptualization and articulation of knowledge and for the assessment of competency; the self-awareness and discipline to function as a professional role model; and adherence to the values, ethics, and standards for cultural competence of the profession.

The Field Instructor will:

- Supervise two students' practice throughout the period of the practicum.
- Work with CAT staff to orient the students to the policies and services of CAT and the schools we are serving; and to the students' responsibilities within it.
- Engage the students in a learning process and establish clear expectations for the students' participation in the process, including the development of appropriate on-going assignments designed to acquire core and advanced practice behaviors.
- Provide regularly scheduled formal supervisory conferences of 3 hours' duration each Friday. Instructors

are expected to be prepared for supervision by having read recordings, logs, or journals prior to the meeting and to provide students with topics for field instruction. Topics for field instruction include both educational and administrative/task issues.

- Develop Educational Plans in the first six weeks of the semester, based on an educational assessment of the students. The Plans should include goals, teaching method, and range of learning opportunities for the students.
- Participate in an ongoing evaluative process with the students which includes formal 15 oral assessments at mid-semester and written evaluations at the end of each semester.
- Collaborate with the program director to enhance the students' educational experience in the practicum.
- Acknowledge the students' status as interns and identify the students as such to CAT and school personnel and clients.

#### *Coordinating with Student's Task Supervisor (Program Manager):*

- It is important for the field instructor to maintain ongoing communication with the program manager to administer the students' overall assignment and deal with issues that may arise in shared teaching.
- It is suggested that the students, field instructor and program manager meet to assure agreement on respective roles, student assignments, expectations, and assessment.
- At the time of formal written evaluation at the end of each semester, the field instructor should confer with the program manager. While it is the field instructor who has the sole responsibility for writing the formal evaluation, the program manager should impart his/her impressions to the field instructor.
- If the program manager is not a social worker, the field instructor should identify professional issues and differences between social work and other disciplines that require particular attention.

**Job Type:** Part Time

**Compensation:** \$15,000 flat fee

**Schedule:** September 2018 - June 2019. Regular meetings on Fridays weekly, time tbd.

## Other Duties

---

## Qualifications

---

The field instructor holds an MSW degree, a Seminar in Field Instruction (SIFI) certification, three years of post-master's social work experience, a high level of professional competence, and licensure and current registration as either an LMSW or an LCSW or its equivalent. The field instructor has the ability to teach MSW students, including the capacities for conceptualization and articulation of knowledge and for the assessment of competency; the self-awareness and discipline to function as a professional role model; and adherence to the values, ethics, and standards for cultural competence of the profession.