Job Description

Position: Field Education Liaison (Staff Position)
Department: Office of Field Education/GSSWSR
Reports to: Director of Field Education

Job Description: The Field Education Liaison is critical to the goals of the Graduate School of Social Work and Social Research’s (GSSWSR) Field Education Program. Liaison roles are numerous, complex and based upon the needs of the students, the agency field instructors, the agency or program where the student is placed and the GSSWSR requirements and academic curriculum. The Liaison is a representative of GSSWSR and must conduct business guided by the policies and procedures of the Office of Field Education, GSSWSR and Bryn Mawr College. Liaisons provide educational, evaluative, supportive, mediation, gate-keeping, administrative and consultative services in this position.

Specific liaison services rendered will depend upon the level of experience of the agency or agency field instructor and the needs of a particular student or group of students. Liaisons function as ongoing consultants to the field agency instructors and the field agencies in the selection and planning of first or second year field learning activities that are consistent with the Council on Social Work Education (CSWE) Core Competencies, the GSSWSR curriculum, objectives, policies and the developmental and learning needs of the student.

Responsibilities and Duties:
1. Develop a firm understanding of current CSWE Core Competencies and Practice behaviors, GSSWSR field education policies and procedures, School calendar and catalogue, Field Manual, curriculum and field education goals and objectives.
2. Be available a minimum of 10 hours per week – manage full practice class student load (approximately 14-18 students).
3. Attend the Seminar in Field Instruction “Kick Off” at the start of the academic year (9:30 – 12 noon, September 9, 2016). Summer Field Liaisons will also attend the Orientation and preparation for Practice for Advanced Standing student orientation, 9:30- 12 noon, June 6, 2016.
4. Attend at least two (2) Field Liaison Staff Meetings per year (August 30th, 2016, 1-3 PM and January 12, 2017, 1-3 pm) to gain relevant administrative direction, report field–related issues in support of CSWE Standards, GSSWSR curriculum, mission, goals, and objectives.
5. 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.
6. Maintain on-going communication, as needed, with Practice Instructor regarding student field experience and any related progress in the Practice course. Inform Field Director of any concerns.
related to student progress in the practice course that may impact and/or be related to the field experience.

7. Participate in Practice Class (Foundation, Clinical or Community Practice) at least once each semester, in the beginning of the fall and spring (and/or summer, for Summer Field Liaison) semesters, and more times, as needed, in consultation/collaboration with the Practice Instructor. Liaisons will introduce themselves, explain their role and discuss field education model and requirements for hours, field assignments (including use of process recordings/journals), documentation, communication and site visit. Additional class discussion topics will be discussed in coordination with the Practice Instructor. Foundation Year Field Liaisons must be available to attend a joint practice class on either December 6 or 7, 2016 regarding the field placement process – date and time TBA.

8. Coordinate and complete Field Site Visits with students and agency staff a minimum of one (1) time per semester (summer, fall and spring semesters). During the summer and fall semesters, visits will be on-site. In the spring semester, visit may be by 3-way phone conference or on-site, depending on the judgment of the Field Liaison; the emergence of new, or the need for follow-up with continuing issues would require an on-site visit in the second semester. Site visits include: a separate meeting with the student; a separate meeting with the Field Liaison; a three-way meeting with both student and Field Instructor (and Task Supervisor, as needed/appropriate). The three-way meeting should include: a review of field education placement learning activities, student progress, and the learning agreement to accurately evaluate the student's progress and overall field education experience. Coordination of site visits includes setting up appointments, travel time, visit with Field Instructor and student, completion of site visit form, and follow up, as needed. In the spring semester, the site field visit will include an FL evaluation of the field placement.

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

10. Review field education assignments and tools that have been uploaded into Moodle by the student/Field Instructor, including Learning Agreement, Process recordings/journals, Timesheets, and Final Field Evaluation.

11. Completion and submission of the Field Grade Form, and entering of the final grade into Bionic by the due date for final grade submission.

12. Document all field site visits through use of Field Site Visit form, to be uploaded to Moodle. Document and maintain all contacts with agencies, agency field instructors, and students utilizing email paper documentation, or Moodle to store this data.

13. Completion of Field Liaison Evaluation of Agency form for each field placement.

14. 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 Assistant Director of Field Education.

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

16. Represent GSSWSR, 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.

17. Become aware and communicate to the Director of Field Education the strengths, resources, and limitations of agencies and Field Instructors, to meet the individual educational needs of our students. Complete the Liaison Evaluation of Agency form for each field agency site by mid-spring semester.

18. Visit with any student or supervisor as often as needed to resolve any perceived problems arising within the field setting. (As needed, the Liaison will include or transfer the issue to the Director of Field Education for resolution.)

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

20. 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.

21. Participate in field education events and fall orientation for field instructors.

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

23. Participate in Annual Appreciation Dinner for Field Instructors and Field Liaisons, if possible.

24. Notify the field staff and director regarding contact information changes for students, field instructors or agencies.

**Knowledge, Skills and Competencies:**

1. Master's degree in social work.

2. 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.

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

4. Positive liaison ratings from year to year.

5. Must complete Bryn Mawr College hiring process and criminal background clearance to serve as a Field Faculty Liaison. Liaisons will not receive student assignments until this has been submitted.

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


8. Knowledge of and ability to demonstrate respect for issues of multiculturalism and diversity.
9. Strong oral and written communication skills. (Must be comfortable working with email communication).
10. Excellent organizational and time-management skills.
11. Ability to exercise independent professional judgment when appropriate; strong decision-making skills.
12. Able to meet GSSWSR internal deadlines.
14. Proficiency in or open to learning GSSWSR learning management system Moodle to review and maintain field documents.