



AFFILIATED WITH THE UNIVERSITY OF WATERLOO

Job Title:	MSW Field Education Coordinator
Grade:	
Division/Department:	School of Social Work
Reports to (title):	Interim MSW Program Manager
Date of completion:	August 31, 2026

General Accountability:

The Field Education Coordinator supports the delivery of field education at the Master level in accordance with university policies and guidelines and Canadian Association for Social Work Education (CASWE) accreditation standards. This job coordinates all aspects of field placement process in the Master of Social Work (MSW) program within the School of Social Work. Also, this role represents Renison in a manner consistent with the values, goals, and strategic directions of the organization.

Key Accountabilities:

MSW Placement Coordination

- Coordinate field placements in collaboration with students, practicum agencies, Field Instructors, and other stakeholders at the local/provincial/national levels in adherence to the MSW program's learning objectives and expectations
- Assess alignment of students learning goals with agency/school expectations, requirements and resources
- Approve academically sound field education placements
- Ensure that field instructors meet the established criteria
- Serve as liaison between the student, field instructor, practicum setting and the school.
- Provide support to students, field instructors and placement agencies on related University policies and procedures and CASWE accreditation standards
- Ensure field agreements are consistent with university policies and guidelines and provide initial assessment of risk, advising management of potential issues
- Provide guidance in preventing and resolving student challenges
- Monitor student performance and evaluations at regular intervals throughout the field placement period, particularly at key points along the various programs
- Provide guidance for the students' graduate learning process

Field Education Administration

- Match the students to the opportunities in a timely and efficient fashion
- Ensure all necessary documentation is signed and filed prior to start of placement
- Maintain appropriate records on the Intern Placement Tracking (IPT) database, ensuring students and field instructors are signing off as necessary within reasonable timeframes
- Document and record all relevant information in the database according to standard operating procedures

- Review the pertinent field manuals regularly, update and revise as needed
- Ensure that all required administrative approval is secured prior to new field opportunities being advertised
- Process administrative contracts regarding the practicums
- Ensure that all practicum documents (Affiliation Agreements, Letters of Understanding, WSIB, etc.) are accurate and up-to-date
- Work collaboratively with the field team and administrative staff, as needed in support of administrative requirements

Field Events Coordination and Professional Development Activities

- Prepare for and attend new student orientation workshops and field planning during Summer Institute, as applicable
- Co-organize and participate in field education orientation for field instructors
- Prepare for and attend Field Instructor training workshops (Beginner and Advanced training)
- Co-facilitate training and networking activities among field instructors, as appropriate
- Participate in and provide field perspectives in the School of Social Work Faculty/Staff meetings, field team meetings, Practicum Advisory Committee and other field-related activities as needed

Community Engagement, Marketing and Recruitment

- Represent the School of Social Work to prospective agency personnel and field instructors
- Participate in promoting and improving the delivery of field education at local and national levels as needed (OASW, CASWE etc.)
- Establish and maintain relationships with community agencies that provide field opportunities
- Respond to field-related queries of prospective students, if any
- Act as a representative of the School at community events to promote the MSW program in general and field supervision with the School, in particular, as needed

Qualifications:

- **Master of Social Work** degree from a Canadian Association for Social Work Education-accredited program, or a recognized equivalent is required
- Current **registration in good standing with the Ontario College of Social Workers and Social Service Workers**, or eligibility and willingness to become registered by the start date is required
- Membership in a provincial or national professional social work association is an asset
- A minimum of **three years** of recent and relevant professional social work practice experience required
- **Experience in social work field education**, including field instruction, practicum coordination, student supervision, placement development, or experiential education is required
- Experience in a university, post-secondary, online or distributed professional program, or social service agency environment is an asset
- **Experience advising, mentoring, supporting, or supervising** students or other learners.
- Experience **developing collaborative relationships** with community organizations, field instructors, students, faculty, staff, and professional partners.
- Additional education or training related to field education, supervision, student advising, accessibility, equity, conflict resolution, or adult education is an asset
- Experience with Intern Placement Tracking (IPT), LEARN, Quest, SharePoint, and student-information or placement-tracking systems is an asset

Skills:

- Professional, respectful and strongly demonstrates Social Work values and the CASW Code of Ethics
- Excellent communication skills (both written and oral)
- Outstanding interpersonal skills, including the ability to manage both internal and external relationships
- Strong critical thinking and decision-making skills, and a strong ability to analyze complex situations
- Ability to balance competing demands and manage priorities
- Highly detail oriented, with an aptitude for accuracy
- Ability to take initiative, work independently with minimal supervision
- Ability to work effectively as part of a team
- Highly proficient in computer technology and online learning tools
- Ability to maintain a high degree of confidentiality
- Experience using Microsoft 365

Working conditions:

Physical Effort: Work activities involve alternating positions of light physical activities. Majority of time is spent in a comfortable position with frequent opportunities to move about at will.

Physical Effort: Works in an environment with occasional exposure to mild unpleasant conditions. There may be a remote possibility of risk of accident or health hazards.

Sensory Attention: Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time, requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities. The need for detailed or precise work is moderate.

Mental Stress: Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent