

Position Title	Social Work Field Educator
Reports to	Chief Operations Officer
Award	Social, Community, Home Care & Disability Services Award
Classification	Level 5
Employment Hours per Week	21

## ABOUT COMMUNITY CENTRES SA

Community Centres SA is the peak body for over 100 Community and Neighbourhood Centres located across metropolitan Adelaide and regional South Australia and over 60 like-minded organisations. Over 35,000 visitors come to our centres each week to connect with others, to learn, and to participate in a wide range of services and activities. For 40 years, we have been a catalyst for community development by building the strength, capacity and influence of our sector through advocacy, workforce and organisational development.

## OUR VALUES

The values that underpin our work are:

- Inclusivity
- Empowerment
- Strengths Based
- Social Justice
- Community Participation
- Diversity
- Collaboration
- Integrity

## JOB SPECIFICATION

This job description is meant to describe the general nature and level of work being performed; it is not intended as an exhaustive list of all responsibilities, duties and skills required for the position.

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## BROAD PURPOSE OF POSITION

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This position reports directly to the Chief Operations Officer (COO).

The Social Work Field Educator role is a highly valued and key member of the Community Centres SA (CCSA) team, playing an integral part in the Flinders University Social Work Placement Program.

Flinders University undergraduate and postgraduate social work students undertake a 19-week placement as part of their studies. This position provides support, guidance and assistance to students undertaking their placement specifically within Community Centres.

The position supports students during their placements to examine, reflect and demonstrate elements of the social work practice standards: values and ethics, professionalism, cultural responsiveness and inclusive practice, knowledge for practice, applying knowing to practice, communication and interpersonal skills, information recording and sharing and commitment to professional development and supervision.

### The position comprises three components.

#### (1) Face to Face Supervision

- Involves supporting and mentoring 13 students whilst they are on placement.
- Each student requires a minimum of 21.5 hours in total of clinical supervision to be undertaken over the duration of the placement period.
- Individual supervision takes place online.
- For mid-placement assessment meetings, travel to the student's host centre is required.

#### (2) Group Training

- This requirement is to deliver 15 hours of group training in total over the duration of placement period.
- Based at Community Centres SA and sometimes at an alternative location; developing and delivering group work training for the students that will inform the activities they are undertaking whilst on their placements.
- All students will be required to attend in person.
- The content of this group training can be informed by group training run in previous years.

- As a guide, this could involve 5 x 3-hour sessions over the 19 weeks of placement.

### (3) On site meetings, training and reporting:

Other meeting and requirements throughout the semester:

- Online meet and greet and early placement meetings.
- Attending mid-placement assessment meetings and providing feedback in student's mid placement assessment report.
- For end of placement, providing feedback in student's end of placement assessment report.
- Attendance at SW Field Educator Orientation training if this has not been undertaken before.

### Special Notes

- Some centres will be hosting two or more students at once, and some will be hosting only one.
- You are encouraged to minimise travel by having online meetings as an alternative sometimes to face to face meetings, and by having meetings at CCSA where appropriate.

This role is guided by the MSW Australian Social Work Education and Accreditation Standards (ASWEAS) 2012, Guideline 1.2: Guidance on field education programs. A full copy of this Guideline is available at <https://www.aasw.asn.au/education-employment/higher-education-providers/standards-and-guidelines/>

## KEY ACCOUNTABILITIES AND DUTIES

Working one to one or in groups with social work students who are on placement in Community Centres:

- Assist students to link social work theory and practice, to integrate doing, thinking and reflecting during their placement.
- Facilitate student's acquisition of a professional social work identity.
- Assist students to consider the broader structural and systemic implications on practice.

- Provide a range of tailored learning activities directly related to demonstration of the Social Work Practice Standards 2013.
- Liaise with other Placement Staff (which may include Host Community Centre supervisors Community Centre SA staff, or other Flinders Field Education Liaison Staff) in order to maintain high level communication and working relationships.
- Guide and track student's development of their Experiential Learning Maps, Mid Placement Assessment evidence and End of Placement Assessment processes or meetings, including contribution to the preparation of relevant documents prior to these meetings.
- Keep up to date student progress notes, files and a record of hours.
- Attend Flinders University Field Education Orientation training and other meetings as required by the University.
- Develop and update resources for group training sessions: This could include delivering interactive training sessions for the 12 students that relate to their Community Centre activities (that may include, but not limited to, community needs assessment, ethical dilemmas in Community Centres, social work in a community development setting).
- Seek out guest speaker opportunities for group supervision sessions.

## **OTHER SUPPORT**

- Other support consistent with organizational objectives as required by the COO and CEO.

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## **ESSENTIAL EXPERIENCE**

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- At least 2 years' experience in a Social Work role following completion of Social Work qualification.
- Worked in or with Community Centres / Neighbourhood Houses.
- Experience in building and maintaining partnerships.
- Mentoring or working one to one in a capacity building role.

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## **QUALIFICATIONS AND SPECIAL REQUIREMENTS**

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- Tertiary qualifications in Social Work (or equivalent).
- A Driver's licence and car are essential.

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## ESSENTIAL KNOWLEDGE

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- Principles and practices of Social Work and Community Development.
- Role and function of community service organisations who, as a sector, seek to support the health and wellbeing of our community.
- The Neighbourhood House and Community Centres sector.
- Knowledge of best practice community and stakeholder engagement approaches.

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## ESSENTIAL PERSONAL ATTRIBUTES

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- You go about your life from a place of passion, commitment and optimism.
- Your core values are aligned with CCSA's values of social justice, equity, valuing diversity and empowering community to have a voice.
- Seeing people learn, grow, feel connected to their community and build their capacity and resilience brings you joy.
- You have excellent interpersonal and communication skills that motivate people to come along a journey with you and that are tailored for every situation – because every person you speak to is different.
- You display strong organising and planning skills.
- You are comfortable working autonomously and pro-actively, with minimum supervision, but you also love working collaboratively and actively embrace different ideas and perspectives from those you work with.
- You are a builder of mutually respectful working relationships.
- You are tactful, diplomatic and skilled at conflict resolution.
- You are flexible and willing to undertake other tasks when required.
- You love supporting people to achieve their full potential and are able to work creatively and adapt your approach to working with a diverse range of people.

### **Risk Management and Workplace Health and Safety**

All employees are responsible and accountable for:

- Complying with workplace policies and procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.

- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Reporting any risks or potential risks identified in the course of their work.

### Equal Opportunity

All employees are required to adhere to the requirements of the Equal Opportunity Act 1984 (as amended) and all other associated legislation (refer Community Centres SA Equal Opportunity policy).

### Screening

Applicants will be required to undergo, as a minimum, a national police check and a working with vulnerable person related employment check. Other screening may be required as advised by CCSA. A satisfactory result is required before commencement.

Signed: \_\_\_\_\_ Employee

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_ Community Centres SA CEO

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date position Created: 21/11/2023 Date reviewed: 21/11/2023