UNIVERSITY OF SOUTHERN CALIFORNIA

Field Instructor Consultant

Job Code: 187315

Grade: J
OT Eligible: No
Comp Approval: 2/25/2016

JOB SUMMARY:
Provides instruction and direct supervision to Master’s of Social Work (MSW) students during internships in public child welfare. Develops, prepares and teaches supplemental curriculum for students’ fieldwork to address students’ learning needs. Determines curriculum content and teaching modalities. Provides input to student interns’ performance appraisals and grades.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Provides individual and group clinical supervision to MSW student interns regarding effective social work clinical interventions with clients. Provides guidance and feedback to student interns regarding sound social work practice.

Recruits most qualified prospective student intern candidates and orients accepted students.

Develops, prepares and teaches supplemental curriculum for students’ fieldwork to address students’ learning needs. Determines curriculum content and teaching modalities.

Ensures student interns are prepared to handle case assignments. Assists student interns in applying theoretical principles learned in classroom to real life situations.

Organizes group counseling experiences for student interns and attends and guides students through sessions.

Prepares training materials. Reviews competencies of student interns and learning objectives. Assists with the evaluation process, which is facilitated by an agency. Reviews the evaluation results to determine how the training can be improved.

Works with researchers to develop ways to test the effectiveness of student intern training.

Provides input to student interns’ performance appraisals and grades.

Identifies, secures and assigns student interns to group work placements.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY**

<table>
<thead>
<tr>
<th>Essential:</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Master's degree

**Minimum Experience:**

2 years

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Clinical social work experience. Must be licensed or licensed eligible.

**Preferred Experience:**

5 years

**Preferred Field of Expertise:**

Clinical social work in university environment.

**Skills: Other:**

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Curriculum development
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling
Teaching/training

**Skills: Machine/Equipment**

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier
Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ________________________________ Date:_____________________________

Supervisor: ______________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer