

Family Science and Social Work: Ohio Child Welfare University Partnership Program (UPP) Campus Coordinator/FSW Career Preparation Coordinator to recruit, select, and orient students to the program, maintain integrity of course content of the program, complete compliance and reporting requirements for the program, and work with other divisional groups as necessary.

The Ohio Child Welfare University Partnership Program (UPP) Campus Coordinator/FSW Career Preparation Coordinator will:

- Ensure the maximum number of students are enrolled in UPP by recruiting, screening, and approving applicants
- Ensure all students complete the standardized application process and participate in an orientation to UPP
- Maintain Integrity of course content
- Develop and instruct courses (online, hybrid, or face-to-face) in alignment with the required core competencies (Ohio's Child Welfare Core)
- Schedule and coordinate the required Learning Labs in conjunction with child welfare classes
- Help Director of Practicum Education develop special practicum activities to coordinate with classroom learning (Key Field Activities for UPP Interns)
- Provide training, support, and education to practicum supervisors
- Maximize the Field Experience
- Recruit and support county agencies (PCSAs) to ensure all students have a practicum placement site
- Provide UPP orientation to practicum instructors
- Serve as the liaison between the Department of Family Science and Social Work and practicum placement agency
- Ensure that students participate in at least one hour of practicum supervision a week
- Hold regularly scheduled conferences with the practicum instructor(s) and student to evaluate student progress, course curriculum, and practicum experience and activities
- Ensure students and practicum instructors complete learning plans
- Help students integrate theory (classroom) and practice (practicum)
- Schedule individual conferences with students to evaluate their progress in the program and discuss their experiences and problems, facilitate regularly scheduled group meetings with students to enhance or supplement topic areas covered in class or field
- Other Responsibilities
- Work directly with CCES Associate Director and Liaison to EHS by collaborating on the needs for FSW students in securing job placement
- Enter and maintain data in the UPP database
- Participate in Statewide and regional UPP meetings and subcommittee work, as required
- Ensure ODJFS contract compliance
- Facilitate completion of affiliation agreements (i.e., MOUs) and ensure that required paperwork is completed for FSW students who are selected for practicums and internships.
- In collaboration with the EHS Success Center and the Center for Career Exploration and Success, assist with career-related programming that would benefit/be accessible to undergraduate

students across the academic programs housed in EHS (e.g., Social Service, Government, Non-Profit Career Fair).

- Collaborate and take some direction from the Center for Career Exploration and Success on matters related to internships. Attend meetings, create and share reports, and contribute to programming efforts.
- Support faculty requests for connecting with guest speakers from various disciplines to present to students in courses and special programming (e.g., FSW Week, EHS Success workshops).
- Serve as an introductory liaison between potential practicum agencies and the Practicum Education Coordinator and Child Life Specialist program coordinator to cultivate and promote potential internship and practicum opportunities.
- Responsible for social work field database management (Sonia) for placement matching, tracking, communication, and reporting.
- Report on activities and share expertise on EHS field placements with the Center for Career Exploration and Success.

Required: MSW from a CSWE- accredited program, a minimum of two years, full-time, post-degree experience in social work.

Consideration may be given to candidates with recent (within the last 3 years), first-hand experience as a child protective services worker; experience creating and maintaining partnerships with community organizations; database management experience; knowledge of and experience with multicultural and/or multilingual populations; experience teaching or training face-to-face, hybrid, or fully online classes; interest and ability to teach, communicate knowledge and stimulate student self-development; orientation toward learning rather than task performance; sound knowledge of the child welfare system; knowledge of community social welfare structure and the utilization of community resources.

Submit cover letter, curriculum vitae, and a statement of teaching to <https://jobs.miamioh.edu/cw/en-us/job/502963/ohio-child-welfare-university-partnership-program-coordinator>. Inquiries may be directed to Dr. Matt Moore at [moorem28@miamioh.edu](mailto:moorem28@miamioh.edu). Screening of applications begins April 3, 2024 and continues until the position is filled.

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