

Position description

Assistant Lecturer (Field Work)

Position number	TBC
Department/Unit	Department of Social Work
Faculty/Division	Faculty of Medicine Nursing and Health Sciences
Classification (salary rates)	Level A
Employment type	Part-time (0.6 Fraction)
Work location	Caulfield campus
Date document created or updated	22 November 2015

Position purpose

The Department of Social Work has experienced a rapid rise in student numbers including a significant rise in international student numbers. To ensure we can provide placement opportunities for all our students, we will need to develop student units and provide off-site supervision to a large number of students.

As a field education student unit manager, this position will be required to build new placement opportunities, extend placement options, develop relationships with agency staff, provide off-site supervision and ensure that all students have access to quality placements and supervision during their placements. As an experienced social worker, it is expected that this role will ensure that students have optimal supervisory opportunities.

- **Reporting Line:** The position reports to the Head of Department of Social work
- **Supervisory responsibilities:** Nil
- **Financial delegation and/or budget responsibilities:** Nil

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit www.med.monash.edu.au.

The **School of Primary Health Care** is a leader in primary care research, teaching and services. Situated at the Clayton satellite campus, with Departments at Peninsula and Caulfield campuses, the School incorporates several departments, centres, units, and course streams. Our research focuses on diverse issues relevant to primary health care and general practice, reflecting the variety of expertise amongst the academic team of social scientists, health educators and medical and allied health practitioners. A strong emphasis on finding interdisciplinary solutions to health problems flows through to units within the School's courses in which students gain an understanding of how they can work with other primary healthcare professions. For more information about us and the work we do, [please visit our website](#).

The **Department of Social Work** is a leader in Social Work education in Australia. It is an academic unit in the School of Primary Health Care, Faculty of Medicine, Nursing and Health Sciences and is located at Caulfield. The mission of the Department is to provide leadership in the delivery of high quality education, research and community service in the discipline of Social Work. The Department conducts academic teaching for the accredited programs at undergraduate and post-graduate levels. It also has a Coursework MSW and research higher degrees programs. Our programs are offered internally and by Distance Education.

Key responsibilities

The incumbent will make a solid contribution to teaching and research within the school or faculty and to inspire and motivate students to learn through effective communication. He/she will require a sound grasp of social work skills and assessment procedures as well as the expectations of the department and the profession.

A Level A academic shall work with support and direction from Academic staff classified at Level B and above and with an increasing degree of autonomy as the academic gains in skill and experience.

Specific duties required of a Level A academic may include:

- the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions;
- the preparation and delivery of lectures and seminars provided that skills and experience demonstrate this capacity;
- the conduct of research;
- involvement in professional activity;
- consultation with students;
- marking and assessment primarily connected with subjects in which the academic teaches;
- production of teaching materials for students for whom the academic has responsibility;
- development of subject material with appropriate guidance from the subject or course coordinator;
- limited administrative functions primarily connected with subjects in which the academic teaches;
- acting as subject coordinators provided that skills and experience demonstrate this capacity;
- attendance at departmental, school and/or faculty meetings and/or membership of a limited number of committees.

Key selection criteria

Education/Qualifications

1. The applicant will have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience, including being an Accredited Social Work practitioner in Australia;

Knowledge and Skills

2. Demonstrated academic and clinical knowledge in social work activities and preferably in a specialised area of social work;
3. Demonstrated knowledge of requirements of placements and field education;
4. Well-developed organisational and research skills;
5. Demonstrated ability to manage interpersonal relationships within a community with sensitivity and flexibility, whilst developing strong relationships.
6. High standard written communication skills;
7. Proven experience mentoring and supervising students on placement.
8. Ability to meet tight deadlines and ensure deliverables are met.

Desirable:

9. Evidence of teaching ability/quality;
10. Involvement in relevant professional/clinical activity (e.g. membership of professional bodies, committees and or associations);

Other job-related information

- Possession of a current Victorian driver's licence as travel will be required (eg. to placement sites).
- Some out of hours work may occasionally be required (including evenings, weekends and public holidays).
- Peak periods of work during which the taking of leave may be restricted.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationship.