

# **Duty Statement – University Field Supervisor (Social Work)**

## **College of Education, Psychology and Social Work**

### **Casual (HEO7)**

Under broad direction, the Social Work Field Education University Field Supervisor (UFS) will play a pivotal role in supporting Social Work students during their community placements. This will involve providing group and individual supervision or both primarily online.

The University Field Supervisor will work with students placed across various professional settings and locations, including non-metropolitan regions, in making professional connections, consolidating theoretical learning, and developing deep reflective skills.

The University Field Supervisor will support students in demonstrating social work practice standards and assume primary responsibility for the overall student placement. Establishing initial introductions and maintaining regular communication with students and organisational supervisors will be essential.

### **Key tasks:**

Key tasks for the University Field Supervisor (Social Work) can be grouped under:

- Placement Management:
  - Contribute to and monitor the student's progress.
  - Ensure students are completing the required minimum of 500 hours of placement per placement.
- Attend and participate in both initial placement meeting and mid-placement assessment meeting.
- Sign off on student timesheets.
- Supervision Feedback Report to be completed after each 1:1 supervision.
- Supervision and day-to-day support:
  - Provide professional social work supervision to students on placements in a range of placement providers in line with the [AASW](#) requirements.
  - Share relevant professional knowledge and practice wisdom with the student and demonstrate appropriate ethical, personal, and professional standards of practice, delivered via a mix of individual and group supervision in line with the College field education model.
  - Provide a minimum of 1.5 hours of formal professional social work supervision for each 35 hours of placement time as per [AASW](#) requirements across both modes of supervision.
- Managing challenging situations
  - Provide timely feedback to the student, encourage critical reflection on an ongoing basis and take an active role in developing, monitoring, and documenting the student's learning.
  - Advise student's University Field Assessor of any concerns or issues related to student placement and progression as part of the escalation process.

### **Eligibility:**

- Tertiary qualification in Social Work, with a minimum of two years (FTE) post-qualifying practice experience and be eligible for membership of the [Australian Association of Social Workers \(AASW\)](#).
- Demonstrated ability to contribute to successful experience training, mentoring and/or supervising students to maximise their learning.
- Skilled in handling challenging situations, demonstrating a proactive approach to addressing concerns promptly and respectfully, while adhering to university policy and procedures.

## Supervision Hours:

A University Field Supervisor (Social Work)'s commitment is expected to be for the required 500 hours of placement.

A typical fortnight, where group supervision and 1:1 supervision is required, is likely to look like the below.

*Week A*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
09:00		Prep / Admin	Prep / Admin	Prep / Admin		
09:30						
10:00		Group Supervision	Group Supervision	Group Supervision		
10:30						
11:00						
11:30						
12:00		Admin	Admin	Admin		
12:30		Lunch	Lunch	Lunch		
13:00		Group Supervision	Group Supervision	Group Supervision		
13:30						
14:00						
14:30						
15:00		Admin	Admin	Admin		
15:30						

**Contact Time:** 12 hrs  
**Admin Time:** 6 hrs  
**Total:** 18 hrs

*Week B*

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00		Prep / Admin	Prep / Admin	Prep / Admin	
09:30		1:1 Supervision	1:1 Supervision	1:1 Supervision	
10:00					
10:30		Admin	Admin	Admin	
11:00		1:1 Supervision	1:1 Supervision	1:1 Supervision	
11:30					
12:00		Admin	Admin	Admin	
12:30		Lunch	Lunch	Lunch	
13:00		1:1 Supervision	1:1 Supervision	1:1 Supervision	
13:30					
14:00		Admin	Admin	Admin	
14:30		1:1 Supervision	1:1 Supervision	1:1 Supervision	
15:00					
15:30		Admin	Admin	Admin	

**Contact Time:** 12 hrs.  
**Admin Time:** 7.5 hrs  
**Total:** 18.5 hrs

*Please note: The above schedule is only indicative and will change based on the number of groups a University Field Supervisor is allocated and whether 1:1 supervision is required.*

This University Field Supervisor will work closely with Topic Coordinators, placement providers, college work integrated learning teams and other university staff as required. The group supervision sessions will have been designed by the college.

Please refer to the current [Enterprise Agreement](#) for payrates.