PEA Job Description

1. Position Identification
   Position Number: # 999088-00 / 999087-00
   Position Title: Practica Coordinator
   Department: School of Child and Youth Care
   Reports to: Director of the SCYC
   Number of Direct/Indirect Reports: Direct n/a Indirect n/a
   Classification Level: SG 11
   Current Incumbent (if applicable):
   Last Updated: July 2017

2. Position Summary
   The School of Child and Youth Care resides in the Faculty of Human and Social Development and is a four year professional degree with three practicum courses. There are four specialization streams that require specific knowledge and expertise from the Practica Coordinator (the Coordinator).

   The Coordinator works closely with on-campus and distance students throughout Canada in the Child and Youth Care (CYC) program to place them in practicums that match their career aspirations and learning goals. This includes students applying for local, national and international practicums.

   The Coordinator is also responsible for maintaining and building relationships with community organizations, agencies, schools and government ministries to provide rich learning environments and opportunities for practicum students to grow professionally. The Coordinator is required to maintain current knowledge of existing social services in communities where students reside and to develop creative strategies for practicum opportunities in communities where they are limited. In addition, the Coordinator is also required to advise the Director, Faculty and staff on policies and protocols in regards to practicum and student issues.

   The Coordinator supports the School's infrastructure by participating on internal committees that focus on marketing and curriculum and policy development. The Coordinator is required to participate in community groups, steering committees and education and career fairs, that promote the School within the larger community.

   The Coordinator may be required from time to time to teach a practicum course.

3. Key Responsibilities and Expectations
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<th>Key Responsibilities.</th>
<th>Expectations:</th>
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<td>% of time</td>
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<td>Placement Process:</td>
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<tr>
<td>50%</td>
<td>• Place 120+ students (per Coordinator FTE) per annum locally, provincially, nationally and internationally in appropriate practica at the undergraduate level.</td>
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<td>• Coordinate on campus and distance students in year-long and block placements simultaneously.</td>
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- Support student identification and clarification of learning goals by meeting with students and reviewing application forms, resumes, and cover letters.
- Anticipate and prepare for placement requirements (legal agreements, appropriate supervision, safety and security etc.).
- Research appropriate agencies and programs in communities where students are located for practicum placement possibilities.
- Promote program and provide practica and career information through individual appointments with students, information seminars, and classroom presentations.
- Mentor, liaise, mediate, support and problem solve with dissatisfied field supervisors and course instructors.

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<th>Engagement and Communication: 20%</th>
<th>• Establish and maintain relationships with agencies, programs and field supervisors across Canada.</th>
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<td>• Actively promote the School of CYC with partner colleges and community agencies to recruit new students.</td>
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<td>• Promote the School locally and nationally through education and career fairs and CYC conferences.</td>
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<td>• May be required from time to time to teach a practicum course in the CYC Program.</td>
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| SCYC/UVIC/Community Participation: 20% | • Attend and participate fully on various school committees (e.g. Practicum Council, Undergraduate Operations Committee, Marketing, SILKS – Supporting Indigenous Learners, Knowledge and Skills) |

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<th>Administrative tasks &amp; Technologies: 10%</th>
<th>• Receive and process practicum applications each term and assess eligibility</th>
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<td>• Provide current Supervisor Manuals to instructors, and criminal record checks to confirmed placements each term</td>
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<td>• Send out thank-you gifts to practicum supervisors to maintain good working relationships</td>
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<td>• Maintain database and other information management systems</td>
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<td>• Process affiliation agreements with community partners (to ensure student coverage for accident and liability purposes)</td>
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4. Classification Factors:

**Problem-Solving:**
It is to be anticipated that within each term there are practicum placements which break down for a variety of reasons. The Coordinator then works with the student and practicum instructor to increase the student’s awareness in regards to the issues presented, identify learning as a result of the experience, and prepare the student for another practicum.

The Coordinator:
- is responsible for problem solving issues when they appear, and is expected to collaborate with practicum instructors to facilitate resolution.
- is responsible for ensuring the documentation of practicum disruptions and communicating issues with the director, as appropriate.
- works within cyclical and time sensitive deadlines, must be able to set priorities, and be flexible with ever changing practice placement availability.
• Provides insight and judgement into unique learning needs of individual students and guides their choices which requires continuous negotiation to secure placements within a context of limited practicum opportunities.

The Coordinator must always be mindful when working cross-culturally. Some areas that can create additional stress and/or problems are: different time zones; language barriers; lack of stability in some regions; as well as cultural differences

**Responsibility for Financial & Material resources:**
This position has no financial accountabilities.

**Responsibility for Human Resources:**
• This position does not provide formal, ongoing supervision. However, the position does work closely with administrative support for practice-related work duties associated with the position.

**Impact of Decisions and Actions:**
The Coordinator:
• deals with sensitive and confidential information and is expected to exercise considerable judgement with practicum placement opportunities based on each student’s learning needs and goals.
• is expected to maintain a high degree of confidentiality regarding students’ personal information.
• Maintains positive relationships with agencies and programs for future placements, which is critical to the success of the school.
  is often put in a position to determine Professional Suitability of students as well as readiness for a practicum. These decisions can have a major impact on the School and could result in reduced EETS if students have to withdraw from the course or are asked to leave the program.
Every year there are practicum issues that arise resulting in a student being asked to leave a setting. The Coordinator must assist the student in addressing the issues identified to determine if another placement is allowed. Successful resolutions of these issues maintain strong relationships with agencies and programs for future placements

**Independence:**
• This position has a high degree of independence and issues and concerns are only brought to the Director’s attention if it appears that there could be disciplinary action towards a student or instructor.
• The Coordinator is often consulted in regards to selection of practicum instructors, drafting practicum-related policy and procedures, assisting committees in decision-making processes and providing information seminars.

**5. Summary of qualifications:**
This position requires a Master’s degree in a related field and a minimum of five years front line experience. In addition this position requires:
• Excellent analytical, critical thinking and problem solving skills
• Superior communication skills, both written and verbal
• Ability to build and maintain productive working relationships with all stakeholders (i.e. community agencies, students, practicum instructors)
• Ability to work independently and collaboratively in a team environment
• Demonstrated advanced clinical skills and an ability to work effectively with a diverse population of students with complex needs
• Enhanced understanding and awareness of the effects of colonization on Indigenous people and the impact on Indigenous students
• Ability to work effectively with all levels of university personnel
• Demonstrated administrative and organizational skills
• Demonstrated ability and willingness to learn and use new technology
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