



## **VACANCY FOR FIELD INSTRUCTOR**

Date of Advertisement: 11<sup>th</sup> July 2023

Name of the post: Field Instructor

No of posts: 01

Nature of engagement: Part-time – 3 days a week

Location: Mumbai

Eligibility:

1. Master of Social Work with a minimum of five years of experience in social work practice.
2. Minimum two years' experience as Field Instructor

Job Description:

The Field Instructor is directly responsible for the student's learning in the field. The Field Instructor is expected to:

1. Obtain knowledge of the student's profile before Fieldwork begins.
2. Prepare the organization personnel for the student's placement.
3. Provide students with a comprehensive orientation to the organization at the start of the Fieldwork. This orientation should include but is not limited to, introducing students to administrators and co-workers with whom the student will be interacting, relevant policies and procedures, including those related to safety, dress code and work hours, expectations for the Fieldwork and supervision, as well as any other relevant areas. Field Instructors are expected to discuss safety measures that should be taken, and the process for reporting safety concerns, including harassment or discrimination.
4. Assign work to the student in consultation with the organization's personnel. Specific tasks should be assigned considering the sequential level of learning. These tasks may have to be reviewed given the student's capacity, socio-economic background, previous experience, and so on.

5. Read the student's recordings regularly and write comments so that the student can come prepared for the conference. Comments should be related to the student's efforts at learning in the field.
6. Each week's recording should be read and signed by the Field Instructor. The date on which the recordings are read could be mentioned.
7. If a recording is submitted late, the Field Instructor must ask the student in writing the reason for doing so. Similarly, if the Field Instructor has not read recordings in time, reasons should be stated. If a student does not submit recordings in time despite repeated warnings, a comment to that effect should be written in the student's file and the matter reported to the Faculty Advisor and Fieldwork Committee for further course of action.
8. Visit the organization at least once in two weeks during the Fieldwork and keep close contact with the organization's personnel.
9. In case of exceptional work done by a student, the recordings should be edited and sent to the Faculty Advisor/ organization personnel to be used for teaching purposes. Permission of the student and the organization concerned should be obtained before doing so.
10. Communicate and discuss students' progress with the Faculty Advisor.
11. Discuss student's progress in the field with the Field Contact.
12. Write an evaluative report of the student's performance based on the criteria specified in the Manual at the end of the semester
13. Conduct an evaluation conference at the end of each semester.
14. Attend Small Group meetings organized at the end of the term for standardization of marks.
15. Attend workshops/training programs organized to improve/share Fieldwork experiences.

Temporary Positions – This is a temporary position for Field Work.

Date of Interview: The eligible candidates will be communicated by e-mail to appear for the online interview to be conducted on 13<sup>th</sup> July 2023.

Application deadline: Interested candidates are requested to send their Curriculum Vitae by email to the Fieldwork Committee at the following email [nnfieldwork2021@gmail.com](mailto:nnfieldwork2021@gmail.com) and cc to [soniacardoz28@gmail.com](mailto:soniacardoz28@gmail.com) by 13<sup>th</sup> July 2023. Please mention the subject in your email as – Application for Field Work Instructor. The College reserves the right to consider resumes that have not come through direct application.