



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited *for* the following position:

SCHOOL OF SCIENCE, TECHNOLOGY & ALLIED HEALTH
DEPARTMENT OF OCCUPATIONAL THERAPY
ACADEMIC FIELD COORDINATOR

The University of the Southern Caribbean is a fast growing, Seventh-day Adventist University with full institutional accreditation. The main campus is located in the beautiful Maracas Valley in Trinidad, West Indies. We are committed to offering higher education based on our Seventh-day Adventist Christian Philosophy while fostering intellectual curiosity, cultural diversity, spiritual nurture and moral integrity. We have a multi-cultural mix of faculty, staff and students and offer a wide range of academic programs at both the undergraduate and graduate levels. Currently we have in excess of three thousand students. As a religiously qualified Equal Opportunity Employer we reserve the right to prefer persons who are committed to our philosophy and advancing of Seventh-day Adventist Christian Education and service.

JOB SUMMARY

The Academic Fieldwork Coordinator (AFWC) will have an integral role in the Master of Science in Occupational Therapy (MSOT) program and be responsible for administration and expansion of the clinical education components of Fieldwork and Service Learning. Responsibilities include fostering existing partner relationships, developing new potential sites for service learning and fieldwork education, advising students on Master's experiences, and teaching experiential learning courses within the MSOT curriculum. The AFWC will report to the Program Director of Occupational Therapy.

SCOPE OF ROLE

Clinical education administration, clinical community liaison, service, teaching.

DUTIES AND RESPONSIBILITIES

Fieldwork and Service Learning Site Administration

- Identifies and/or liaises with potential sites for student placements.
- Creates, monitors, and renews all agreement contracts pertaining to OT student placements.
- Creates/maintains database of placement sites.
- Creates/maintains organized system of fieldwork files (hard copy).
- Makes on-site visits whenever possible or necessary.

Student Clinical placement support

- Provides education and guidance to students about:
 - Nature of fieldwork and service learning;
 - Types of practice settings;
- Meet with/consult with each student regarding fieldwork Level One and Two placements, expectations, documentation and assessment;
- Place/monitor each student in service learning sites and both Level One (three placements) and Level Two (three placements) fieldwork experiences;
- When appropriate and/or needed, design and implement an individual student learning contract within a specific fieldwork, or as part of a remediation program.

Clinical Fieldwork Coordinators / SL mentors support

- Collaborates with Site Coordinators to establish or renew contracts, and to obtain placements.
- Collaborates with Site Coordinators to establish or review fieldwork objectives and evaluation methods and documentation (both Level One and Two);
- Collaborates with Site Coordinators to provide fieldwork continuing education to OT staff and non-staff via:
 - On-site in-service;
 - Provision of fieldwork education materials;
 - Invitation to annual fieldwork conference/forum.

Fieldwork Clinical Instructor/Educators (see Fieldwork Coordinator if the same person) and SL mentors

- Supports clinical instructor supervision of students (individual or groups).
- Provides ongoing fieldwork education via:
 - On-site in-service;
 - Provision of fieldwork education materials;
 - Invitation to annual fieldwork conference/forum/appreciation events.

Academic

- Monitors and reviews evaluations of student performance in fieldwork assignments, both Level One and Two.
- Acts as liaison between fieldwork education and academic program.
 - Updates faculty on fieldwork issues at regular faculty meetings;
 - Provides a written summary of student performance at curriculum retreat, i.e., Fieldwork Performance Evaluation (CBFE) scores/comments, and feedback on Level One and Two placements.

Experiential learning resources and OT lab

- Manages and develops OT Simulation and Resource Lab
 - Maintain OT lab inventory and update as needed;
 - Develop system and monitor lab use and equipment loan by students and CT's;

- Communicate needs and initiatives to Program Director.

QUALIFICATION AND EXPERIENCE

- Minimum of a Master's degree in Occupational Therapy. Doctoral degree in Occupational Therapy preferred or plan in place.
- Minimum of four years' clinical experience as an occupational therapist or faculty development plan in place*.
- Minimum of three years' clinical teaching and/or supervisory fieldwork experience.
- Strong organizational, communication, decision-making, teamwork, interpersonal & leadership skills.
- Current registration with Trinidad & Tobago Council of Professions Related to Medicine.

*Faculty Development Plans for MSOT faculty at USC are responsive to the needs of the faculty member and their professional goals with regard to success in role in the Master of Science degree in Occupational Therapy program. Plans may include any of the following:

- Co-teaching appointments;
- In-service training;
- Allocated time for clinical practice and continuing education;
- Mentorship from OT faculty at affiliated university program.

OTHER REQUIREMENTS

- Ability to teach occupational courses and lab courses.
- Time and results oriented.
- Team player.
- Personable, discreet, highly motivated, and customer service oriented.
- Excellent written and oral communication skills.
- Ability to integrate faith and learning in the classroom.
- Ability to appreciate the diverse cultures at USC.
- Committed to high spiritual, moral and ethical standards of the University of the Southern Caribbean.

Applications should include detailed curriculum vitae, and two (2) written recommendations, with one being from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr@usc.edu.tt

Applications should be received no later than ***August 22, 2019.***

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.