



Title: Social Work Field Instructor
Reports to: Executive Director

Job Location: Houston, Texas	Position Type: Part Time
Education Level: BSW/MSW	Salary Range: Hourly Rate Negotiable
Travel Percentage: 10%	Job Shift: Day
Job Category: Administration	Position Category: Mentor Program

Mission:

To mentor, educate and nurture young men regardless of ethnicity or sexual orientation within available resources allowed.

Vision:

M.E.N. Incorporated strives to provide young men with awareness and training needed to produce leaders that will contribute positively and successfully to society.

Expectation of All Employees:

Show commitment to the core values of MEN Incorporated. Support the organization’s mission, vision, and ethics by displaying the following behaviors: integrity, openness, and honesty, listening and understanding, giving, and receiving constructive feedback, seeking a balance between personal and professional lives, dependability, and accountability.

Responsibilities:

This position provides direct administrative and functional supervision to Social Work interns/students. Social Work Field Instructor will also be responsible for providing timely, accurate and complete reports and feedback on Social Work interns/students as required by university and MEN Incorporated.

Education and Experience:

Master’s degree in social work preferred.
 Bachelor’s degree in social work accepted with 2+ Years of Experience

Administrative

- Administrative supervision of social work interns/students is the primary responsibility of this role.
- Provides case management oversight, case consultation, and crisis intervention to all direct service staff, interns, and volunteers.
- Helps to ensure compliance with university contracts, agency policies and procedures, attendance requirements, ethics, best practices, and quality standards within the field.

Clinical:

- Provides at least weekly clinical supervision to social work Interns/Students volunteers to review work and other aspects of social work field.
- Periodically monitors and reviews client files for completeness and quality of content.

Time Commitment

- A full Academic year commitment with weekly contact
- Orientation and Training sessions (2x Year)
- Team Meeting/ Supervision Monthly
- Attend program recognition event.

Benefits

- Help empower youth to make positive choices in their lives.
- Increase knowledge of future Human Services Professionals.
- Gain training and experience that may be beneficial on your resume.
- Increase your understanding of issues faced by youth.
- Sense of giving back to the community

Qualifications

- Free of a criminal record of physical or sexual violence
- A sincere interest in youth development
- Reliable Transportation
- Ability to follow and adhere to policies and procedures.

Application and Screening Process

- On-line/Written application
- Personal interview
- Personal references
- Federal Background Check
- Sex offender Registry background check
- Attend all required orientations and trainings.