

POSITION	Social Work Field Supervisor
CLASSIFICATION	Part-time. Non-exempt. 8-10 hours per week
SALARY RANGE	Up to \$30 - \$40 per hour
REPORTS TO	Program Director
LOCATION	Hybrid. Flexible schedule to be determined by mutual agreement.
DIRECT REPORTS	Bachelor and master-level social work interns

SUMMARY

About Daily Work

Join a social work internship program with a 15+ year track record of providing meaningful, high-quality field experiences. As Field Supervisor, you'll help students connect classroom learning to real-world practice, build the skills and confidence to effectively serve job seekers, and contribute your expertise and perspective to Daily Work's team.

Daily Work specializes in assisting immigrants and those facing employment barriers using a holistic, relationship-based, strengths-focused approach. Through one-to-one case management services, we partner with job seekers to achieve financial stability through resource connections, job attainment, and retention, and supporting their progress to better employment and skills for as long as needed. We strive to go beyond what is typical, meeting people where they are and helping create access to the resources, opportunities, and support they need to thrive.

Key Responsibilities

The Social Work Field Supervisor is responsible for managing the support and supervision of Daily Work's social work interns to ensure effective services for job seekers.

Group and Individual Supervision

- Provide individual and group supervision to bachelor's- and master's-level social work students in accordance with CSWE and university requirements.
- Establish regular supervision schedules, facilitate and document required supervision, and support completion of required hours.
- Maintain relationships with university field liaisons and participate in required orientations, trainings, meetings, site visits, evaluations, and conferences.
- Support interns in developing learning goals and applying social work competencies, ethics, theories, cultural responsiveness, and professional judgment to their work at Daily Work.
- Provide ongoing coaching, feedback, and evaluation, and complete required learning agreements, evaluations, and other field education documentation.
- Ensure students have a robust, meaningful learning experience that builds their professional skills, effectiveness as case managers, and reflects Daily Work's values and practices.

Internship Program & Organizational Support

- Collaborate with Daily Work leadership and staff to create strong, well-structured field experiences that meet student learning goals and organizational needs.
- Assist as needed with intern recruitment, selection, orientation, and onboarding.

- Coordinate with staff providing day-to-day task supervision to ensure assignments, learning opportunities, and feedback align with Daily Work culture, practices, and program needs.
- Serve as a professional resource by providing consultation on social work practice, ethics, risk management, and complex participant situations as needed.
- Recommend training, tools, resources, and best practices that strengthen internship programming and social work practice across the organization.
- Participate in bi-monthly meetings with the Program and Executive Directors and contribute ideas that strengthen Daily Work's programs, practices, and learning environment.
- Foster an inclusive, culturally responsive, collaborative, and respectful environment.
- Maintain positive relationships with staff, interns, volunteers, partners, and other stakeholders.
- Exercise sound professional judgment, confidentiality, flexibility, and responsibility.
- Maintain all required licensure, continuing education, and supervision credentials.
- Perform other field education or social work consultation activities as mutually agreed upon.

Required Knowledge, Skills and Abilities

- MSW and MN Board of Social Work licensure at the graduate (LGSW), independent (LISW), clinical (LICSW) level and a minimum of two years of post-degree social work practice experience.

Preferred Knowledge, Skills, and Abilities

- Two or more years of experience supervising social work field interns, providing professional social work supervision, and/or teaching in an academic or professional setting.
- Strong understanding of social work ethics, field education, professional boundaries, person-centered practice, cultural responsiveness, and reflective supervision.
- Experience working with and learning from immigrants and refugees, people with low incomes, Black and Indigenous people, other People of Color, and others who experience systemic barriers.
- Demonstrated ability to support students with varying levels of experience, confidence, and professional development needs.
- Ability to provide constructive feedback while creating a supportive and engaging learning environment.
- Strong reasoning, communication, facilitation, documentation, and organizational skills.
- Demonstrated commitment to diversity, equity, inclusion, accessibility, and culturally responsive practice.
- Competence with Microsoft Office, Google Workspace, Zoom, and other commonly used workplace technology.

Daily Work's Commitment to Anti-Racism and Anti-Oppression

Daily Work is passionate about providing an inclusive workplace and community where everyone feels a sense of belonging. We recognize that racism and oppression are built into our society's language, systems, and practices. We actively seek to dismantle racism, challenge discriminatory actions, deconstruct power and privilege, and reduce disparities in our community. We cultivate self-awareness and practice self-reflection to co-create an environment of radical acceptance.

This job description is intended to provide information essential to understanding the scope of the Social Work Field Supervisor. It is not intended to be an exhaustive list of all duties, responsibilities, skills, qualifications, or working conditions associated with the position. Duties and responsibilities may be modified as organizational needs evolve.

Physical Requirements Necessary to Perform this Job

Incumbent must be able to:

- Sit or stand for extended periods while providing supervision, conducting meetings, or working at a computer.
- Communicate clearly, both verbally and in writing, to provide guidance, feedback, and training to staff, interns, and volunteers.
- Observe, review, and evaluate written and recorded materials, including case notes, presentations, and process recordings.
- Travel locally to academic institutions, partner sites, and other locations as needed.
- Occasionally lift or carry materials, equipment, or documents weighing up to 10 pounds.
- Operate standard office equipment, including computers, printers, telephones, and AV tools.

Tools and Equipment Used

- Computer (desktop or laptop) with Microsoft Office Suite, Google Suite, Zoom, and other software programs for documentation, training, and presentations.
- Telephone/mobile device for communication with staff, students, and partner organizations.
- Office supplies such as pens, paper, and filing tools.
- AV equipment for training sessions, including projectors, cameras, and recording devices.
- Transportation for travel to field sites, universities, and partner locations.
- Willingness to use a personal cell phone to access Daily Work's softphone app for work-related calls and messages

Work Environment

- Primarily an indoor office environment, with for remote work as mutually determined.
- Interaction with diverse populations, including staff, interns, volunteers, and job seekers, requiring sensitivity to cultural, socioeconomic, and linguistic differences.
- Occasional travel to external sites such as universities or partner organizations.
- The role requires adaptability to a dynamic work environment with shifting priorities, collaborative team settings, and periodic high-intensity periods related to student supervision and program deadlines.

Pay Transparency

The salary range provided represents the estimated starting pay for this role. If multiple job levels exist, the range reflects the minimum and maximum for this level. Actual starting pay will be determined based on experience, education, market conditions, location, and other lawful job-related factors. Additional compensation, including bonuses or premiums, may apply. Eligible employees receive other benefits as described in the employee handbook.

Affirmative Action Plan/Equal Employment Opportunity Statement

Daily Work is committed to providing equal employment opportunities to all employees and applicants. Employment decisions are made without regard to race, color, age, religion, sex, pregnancy, marital status, familial status, disability, national origin, sexual orientation, veteran status, public assistance status, or participation in a local human rights commission. We comply with all applicable federal, state, and local nondiscrimination laws.

All employment decisions, including recruitment, hiring, promotions, salary, benefits, transfers, corrective actions, layoffs, termination, and training, are based on an individual's qualifications, abilities, and past performance.

If you believe an employment decision violates this commitment, please contact Julie Hoff, executive director. If you do not feel comfortable contacting Julie Hoff, please contact the Daily Work Board Chair. Their email can be found on their profile on the Daily Work website. All complaints will be thoroughly investigated, and retaliation against anyone filing a good-faith complaint is strictly prohibited. For more information, see the Daily Work Workplace Harassment Policy.

I acknowledge that I have read, understand and agree with the contents of this position description. I agree to use my best efforts to fulfill all expectations of the position. I also acknowledge that I am an at-will employee. This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Employee Initials _____