

HOWARD PAYNE

UNIVERSITY

Position Announcement Social Work Department

Howard Payne University does not discriminate on the basis of race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test. Your signature on the Employment Application indicates your understanding these statements.

POSITION AVAILABLE: Assistant Professor of Social Work Program and Field Director
CLASSIFICATION: Full-Time, Exempt Faculty with full benefits including dependent tuition waivers
POSTING DATE: April 16, 2024
EMPLOYMENT BEGINS: August 2024

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian Mission Statement and Core Values of the University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Core Values of Howard Payne University

We believe and affirm that the University as an institution and each individual called to serve the Lord at Howard Payne should strive to demonstrate a commitment to these five Core Values:

- 1) **Centered on Christ**
cf. Col. 3:17, Matt. 7:24
- 2) **Focused on community**
cf. Eph. 4:4-6, 1 Pet. 3:8
- 3) **Called to service**
cf. Mark 10:45, Phil. 2:3-5
- 4) **Committed to excellence**
cf. Gen. 1:31, 1 Cor. 9:24
- 5) **Dedicated to stewardship**
cf. Gen. 2:15, 1 Pet. 4:10

Job Summary – Responsibilities include teaching courses across the Social Work curriculum, assisting the Program Director with planning and evaluation, and leading the field program according to the Council on Social Work Education (CSWE) field requirements. The faculty member will teach an academic load consisting of 18 hours per nine-month academic year.

Minimum Qualifications – A Masters in Social Work from a Council on Social Work Education (CSWE) accredited program plus at least two years of post-Master of Social Work (MSW) social work practice experience is required. A Doctoral degree in social work is preferred. A Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) certification is preferred.

Application Procedure - To be considered, applicants must submit an Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how they meet the position requirements, curriculum vita, unofficial transcripts, and the names and contact information for three professional references to:

Katrina Lynn
Director of Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
E-mail: hr@hputx.edu

Application Deadline – Applications will be accepted until the position is filled.

HOWARD PAYNE UNIVERSITY

Job Description

Job Title:	Assistant Professor of Social Work and Field Director
Department:	Social Work
Reports To:	Dr. Millard Kimery, Dean of Humanities
FLSA Status:	Exempt, Full-Time
Prepared By:	Dr. Millard Kimery, Dean of Humanities
Prepared Date:	April 16, 2024
Approved By:	Katrina Lynn, Director of Human Resources
Approved Date:	April 16, 2024

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As a condition of employment, employees agree to be paid by Direct Deposit.

Your signature on this job description indicates your understanding and affirmation of all of the statements above.

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Essential Duties and Responsibilities include the following. Other duties may be assigned.

Teaching responsibilities will depend on departmental need and the faculty member's experience and expertise, but will include: Practice 1, Practice 2, Practice 3, Human Behavior and the Social Environment 1, Human Behavior and the Social Environment 2, Field 1, Field 2, Research, Rural, and Policy. Reporting to the Program Director, the Field Director oversee the field program and manages the student/field placement experience. Other responsibilities include:

1. Teaches Social Work courses within the prescribed curriculum, with a 3/3 course load for the year.
2. Manages student field placements by creating field/university contracts and student/agency learning contracts; locates new student field placements according to student interest; and oversees student learning experience in field.
3. Recruits for and oversees the Student Association of Social Work.
4. Responsible for overseeing the Advisory Board Committee on a quarterly basis.
5. Prepares and delivers lectures to students; stimulates class discussions; and compiles, administers, and grades examinations.
6. Maintain a minimum of seven office hours per week each fall and spring semester
7. Advises and mentors students on academic and vocational questions
8. Assists Program Director with community partnerships, and represents social work program at events and other community projects.
9. Serves on faculty committees as assigned.
10. Ensures all program policies are in compliance with CSWE field policies and competencies.
11. Collects data to assist Program Director in evaluating program outcomes for accreditation agency and the university.

Supervisory Responsibilities - This job does not have any supervisory responsibilities.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. Integration of Faith in the Classroom - Displays a proven record of integrating Faith into his/her discipline and the willingness to continue doing so in a manner consistent with the University's Mission Statement and Core Values
2. Problem Solving - Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well problem solving as part of a group, uses reason even when dealing with emotional topics

3. Project Management - Develops effective project plans, coordinates projects, communicates changes and progress, completes projects on time and budget, and manages project team activities effectively
4. Technical Skills - Assesses their own strengths and weaknesses, pursues training and development opportunities, and strives to build knowledge and skills continuously, shares expertise with others
5. Customer Service – Manages difficult or emotional situations effectively, solicits feedback to improve service, responds to requests for service and assistance promptly and effectively, meets the commitments they make to others
6. Interpersonal Skills - Focuses on solving conflict without blaming others, consistently maintains confidentiality, listens to others without interrupting them, keeps their emotions under control, remains open to others' ideas and tries new things
7. Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates effective group presentation skills, participates actively in meetings
8. Teamwork - Balances the needs of the team and individual responsibilities effectively, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts the success of the team above their own interests, is able to build morale and group commitments to goals and objectives, supports everyone's efforts to succeed
9. Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness
10. Diversity - Demonstrates knowledge of Equal Employment Opportunity policy, Shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes a harassment-free environment and builds a diverse workforce
11. Ethics - Treats everyone with respect, keeps commitments, inspires others to trust them, works with integrity and ethically, upholds the University's Mission Statement and Core Values
12. University Support - Follows policies and procedures consistently, completes administrative tasks correctly and on time, supports the University's Mission Statement and Core Values, Benefits the University through external community and professional activities, supports affirmative action and respects diversity
13. Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts personal responsibility for their own actions, and follows through with commitments
14. Professional Development – Is involved in on-going professional development activities to remain current in his/her chosen teaching discipline
15. Dependability - Follows instructions, responds effectively to their supervisor's direction. Takes responsibility for their own actions and keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan
16. Structure and Planning – Structures courses and prioritizes and plans lectures and classroom activities to give students the best opportunity for learning and critical thinking. Uses time efficiently and organizes and schedules student's tasks appropriately. Develops realistic action plans for students

17. Creativity - Displays original thinking and creativity. Develops partnerships with external constituents to provide students with learning experiences outside the classroom. Develops innovative approaches and ideas and presents ideas and information in a manner that gets others' attention
18. Strategic Thinking - Develops strategies to achieve the University's Mission Statement and values, Understands the University's strengths and weaknesses, identifies external threats and opportunities, adapts strategy to changing conditions
19. Motivation - Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, Measures self against standard of excellence, takes calculated risks to accomplish goals
20. Professionalism – Approaches students in a respectful and tactful manner. Reacts well under pressure and treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions and follows through on commitments
21. Attendance/Punctuality - Is consistently at work and on time, ensures work responsibilities are covered when absent, Arrives at meetings and appointments on time
22. Initiative - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers help when needed
23. Structure and Planning- Structures courses and prioritizes and plans lectures and classroom activities to give students the best opportunity for learning and critical thinking, uses time efficiently, organizes and schedules student's tasks appropriately, develops realistic action plans for students
24. Creativity – Displays original thinking and creativity. Develops partnerships with external constituents to provide students with learning experiences outside the classroom. Develops innovative approaches and ideas and presents ideas and information in a manner that gets others' attention
25. Use of Technology – Effectively uses current technology in teaching and is an advocate for the use of technology by peers and students to enhance learning
26. Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness and generates suggestions for improving work. Develops innovative approaches and ideas and presents ideas and information in a manner that gets others' attention

Qualifications - To perform this job successfully, an individual must be able to perform each of the Essential Duties and Responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience -- Masters in Social Work from a Council on Social Work Education (CSWE) accredited program plus at least two years of post-Master of Social Work (MSW) social work practice experience is required. A Doctoral degree in social work is preferred. A Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) certification is preferred

Language Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English. Ability to write reports, business correspondence, and procedure manuals effectively. Ability to present information and respond to questions effectively from groups of students, other employees, trustees and the public

Math Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form in English

Computer Skills - To perform this job successfully, an individual should have a good working knowledge of Blackboard Database software, Word and Outlook software, and commonly used Internet browsers

Licenses and/or Certificates - The employee must be at least 21 years of age and maintain a valid Texas driver's license in order to drive any vehicle, including their personal vehicle, on behalf of the University

Driving Requirements – This position may require employee to drive a vehicle, including their personal vehicle or university vehicle/van to attend or take students to professional meetings

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is frequently required to sit, use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus, close vision, and distance vision.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals used to clean and/or renovate buildings and maintain the grounds of the University. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

Signature

Date