



## JOB DESCRIPTION

**TITLE:** Faculty, Social Work Department

**DEPARTMENT:** College of Arts and Sciences

**REPORTS TO:** Chair of Social Work

**FLSA:** Exempt, 10.5-month position

**SALARY:** \$63,199 - \$89,500 (*Commensurate with education and experience*)

### POSITION SUMMARY:

This position is responsible for teaching primarily graduate social work courses and will teach courses across the department as needed. Primary appointment will be to Toppenish campus, with travel to the Tri-Cities campus and practicum placement agencies also required. The position will advise graduate students, serve as a liaison for practicum, and participate in accreditation processes as led by the MSW Director. Faculty will teach face to face, hybrid, and online courses, provide service to the university, and maintain active involvement in community and university activities.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the communities we serve. Interacts effectively with a diverse group of faculty, staff, students, and other consumers of our services. Learns and uses operating practices of the Department, College, and University.
2. Upholds the Heritage University Mission Statement.
3. Provides academic and educational leadership through the exercise of qualities such as honesty, integrity, flexibility, sensitivity, and decisiveness.
4. Promotes a positive environment, with a focus on diversity, inclusion, equity, and belonging, for high quality teaching, learning, research, and service.
5. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
6. Teaches classes across the social work curriculum, with primary appointment to the graduate program, using innovative and effective strategies for adult learners.
7. Utilizes technology effectively for in-person, hybrid, and online classes, outreach and recruitment efforts, and other responsibilities. Keeps course management system and gradebook up to date.
8. Advises and mentors students in the social work program on degree plans including MSW program requirements, strategies for academic success, and career opportunities.
9. Coordinates and communicates regularly with MSW Director about student progress in the program and works closely with other faculty to support student success.

10. Acts as a liaison between the Practicum Director, practicum students, and agencies with student placements when assigned to teach practicum courses. Ensures regular site visits are conducted, and other policies are followed during the practicum placement period per the Practicum Manual. Provides consultation and support to students and agency supervisors. Regularly informs Practicum Director of student progress.
11. Participates in social work department development, ongoing evaluation, and accreditation activities.
12. Provides regular and ongoing support to the admissions and recruitment efforts for the social work department.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Participates in Faculty Senate and other university-wide meetings to promote communication and shared governance.
2. Performs service to the university and to the community.
3. Engages in scholarly activities through research, presentations, talks, or other dissemination activities.
4. Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:**
  - Doctoral degree in Social Work or related field.
  - Master's degree in social work from a CSWE-accredited program.
  - Minimum of two years post-MSW experience in the social work field.
  - Demonstrates interest and commitment to supporting diversity, equity, and inclusion for members of historically marginalized groups including racial and ethnic minorities, LGBTQ+ populations, and people with disabilities.
- B. **Skills:**
  - Successful higher education teaching experience, including experience with diverse student populations.
  - Demonstrated project management, program evaluation, and/or accreditation experience.
  - Excellent interpersonal, organizational, oral, and written communication skills.
  - Demonstrated skills in a variety of technological applications including the MS Office Suite, Course Management Systems, and databases.
- C. **Abilities:**
  - Valid Washington State Driver's License.
  - Ability to travel to the Tri-Cities location and to site visits at practicum placement agencies in the region.
  - Ability to teach courses on the Toppenish campus on Saturdays according to MSW Program schedule.

**BENEFIT PACKAGE:**

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Unpaid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- Transcripts (copies acceptable for initial screening)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948.

*Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.*