Organize and deliver Language Classes for immigrant/refugee newcomers; work closely with Program Manager, Language Support Worker, volunteers and Immigrant Services staff.

**KEY DUTIES AND RESPONSIBILITIES**

- Work closely with Program Manager to develop lesson plans and deliver language classes (including online learning modules) in adherence to language curricula and other assigned Community Connections related curricula.
- Maintain student attendance records and student progress reports.
- Work closely with Language Support Worker and other Instructors for appropriate student placement.
- Must adhere to Language Program Schedule.
- Work closely with other CCP staff and volunteers including supervision and support of classroom assistants.
- Establish a positive rapport and working relationship with clients and engage them in activities that encourage them to connect to the broader community.
- Contribute and provide Program Manager all required/assigned reports.
- Develop program-relevant resources as needed.
- Contribute to PQI and Strategic Directions/Goals of Immigrant Services and being proactive in identifying areas for improvement, sector trends, potential partnerships.
- Participate in meetings and training opportunities.
- Perform other teaching-related duties such as photocopying, room set-up/cleaning as required.
- Follow written and verbal directives from Program Manager and/or Senior Manager, Executive Director or designate.
- Contribute to a positive work environment by maintain a positive working relationships with other workers and volunteers.

**NOTE:** Applicants not selected for an interview will not necessarily be notified. 
Post: 21-May-13

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.
• Perform other related duties

QUALIFICATIONS

Education, Training, and Experience
The candidate must have:

• A Bachelor’s Degree (or equivalent combination of training and experience) in a related field.
• TESL certificate or equivalent is required
• Experience teaching CELPIP is an asset (or willing to take the 12-hour online training prior to teaching CELPIP)
• Experience teaching language and life skills to immigrants and refugees and working with volunteers.
• Class 5 Driver’s License and reliable vehicle an asset.
• Current Level 1 First Aid certificate an asset.

Knowledge Skills and Abilities:

• Proficient verbal and written knowledge of English.
• Additional language skills relevant to populations served is an asset.
• Understanding of social service programming and resources, multiculturalism and immigrant/refugee issues.
• Strong active listening, empathy, and counselling skills.
• Ability to maintain and keep accurate and up-to-date student attendance and progress records.
• Demonstrated ability to work with individuals and communities suffering from discrimination, racism and culture shock.
• Understanding of the Canadian legal system, laws and public policy pertaining to service population(s).
• Strong communication, interpersonal/relationship-building intercultural competency, as well as crisis intervention, conflict resolution, critical thinking, and problem solving skills/techniques.
• Strong level of computer proficiency; in particular, strong Microsoft Word, MS PowerPoint, MS Excel spreadsheet, database, internet/email, scanning, online learning/teaching skills.
• Ability to work in a fast-paced, multicultural and diverse environment.
• Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
• Flexibility and willingness to work outside of regular work hours.
• Good team work and strong work ethics.
• Must be sensitive to and respectful of cultural and lifestyle diversity.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

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Closing Date: Resumes will be reviewed starting May 20, 2021 but the posting will remain open until filled and will close without notice.

Please Apply To: Cindy Lee, Program Manager
Options Community Services Society
Email: cindy.lee@options.bc.ca

Please include a cover letter indicating the posting number [#21819] and detailed resume outlining your qualifications and related experience for the position.

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