

# POSTING

## LANGUAGE INSTRUCTOR

Casual On-Call

### Immigrant Services

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The Language Instructor will organize and deliver Language Classes (including other Community Connections Activities as assigned) for immigrant/refugee newcomers; work closely with Language Coordinator, Language Support Worker, Child Minding staff, Volunteers, and Immigrant Services staff.

#### KEY DUTIES AND RESPONSIBILITIES

1. Adhere to Policies and Standards as established in OCS Policy and Program Manuals, and OCS Health & Safety Guidelines, OCS Job Description(s), written Memos/Directives, Funder Expectations and COA standards
2. Understand and achieve Contract Deliverables:
  - a) Work closely with Newcomer Language Coordinator to develop **Lesson Plans** and deliver **Language Classes (including online learning modules)** in adherence to Language Curricula and other assigned Community Connections-related curricula
  - b) Maintain student attendance records
  - c) Provide Language Coordinator with student progress reports and make recommendations on student placement
  - d) Must adhere to **Language Program Schedule**
  - e) Organize and/or facilitate Community Connection Activities/Events including field trips, guest speaker presentations, etc. as assigned
  - f) Work closely with Volunteer Support Worker, Language Support Worker and Language Coordinator to supervise Classroom Helpers
  - g) Support Language Coordinator to connect clients with Community Events and Services in the broader community such as Cultural Events and Celebration Days such as World Refugee Day, Canada Day
3. Establish a positive rapport and working relationship with clients and engage them in activities that encourage them to connect to the broader community
4. Contribute and provide to Language Coordinator all required/assigned reports
5. Assist Language Coordinator to develop program-relevant resources as needed
6. Contribute to PQI and Strategic Directions/Goals of Immigrant Services and being proactive in identifying areas for improvement, sector trends, potential partnerships, etc.
7. Participate in meetings and training opportunities
8. Other teaching-related duties such as photocopying, room set-up/clearing, etc as required
9. Follow written and verbal directives from Program Manager and/or Senior Manager, Executive Director or designate
10. Contribute to a positive work environment by maintaining a positive working relationship with other workers and volunteers
11. Perform other related duties as required

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 09/12/2018

OCS Posting #:A21175

## QUALIFICATIONS

### Education, Training and Experience

- A Bachelor's Degree (or equivalent combination of training and experience) in a related field
- **TESL certificate or equivalent**
- 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

### Job 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 counseling skills
- Ability to design, promote, organize, and facilitate Group activities/Events/Forums
- Ability to maintain and keep accurate and up-to-date student attendance 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
- Crisis Line experience an asset

\* An eligibility list will be maintained for up to 6 months.

**CLOSING DATE:** Resumes will be reviewed starting [September 19, 2018] 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](mailto:cindy.lee@options.bc.ca)

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number [#A21175] and outlining your qualifications and related experience for the position. Please attach your TESL Certificate to your resume.**

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