

**We're Hiring!**

**Posting:  
A21759**

**Language Instructor**  
Permanent Part-Time  
(20 hours per week)

**Community  
Connections Program**

### Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Community Connections provides immigrant and refugee newcomers in Surrey and Delta with tools and knowledge necessary to establish themselves in Canada.

The language instructor will organize and deliver Language Classes for immigrant/refugee newcomers; work closely with Program Manager, Language Support Worker, Child Minding staff, 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.
- Support CCP staff 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.
- 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.

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

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- 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
- Perform other related duties

## 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 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.

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- 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.***

**CLOSING DATE:** Resumes will be reviewed starting March 22, 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](mailto:cindy.lee@options.bc.ca)

Please include a cover letter clearly indicating the posting number [#21759] and the shift you are applying for. Additionally, please outline your qualifications and related experience for the position.

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