

We're Hiring!

**Posting:
A21957**

Workplace English Language Instructor
Regular Part-Time
(22.5 hours per week)

**Community
Connections**

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.

We are seeking an English Language instructor who will organize and deliver Workplace English Classes for immigrant/refugee newcomers. The successful candidate will work closely with a team including the Program Manager, Language Support Worker, volunteers, and Immigrant Services staff.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Work closely with Program Manager to develop lesson plans and deliver industry specific workplace English classes (including online learning modules) in adherence to Language Curricula and other assigned Information and Orientation workshops.
- Maintain student attendance records and student progress reports.
- Work closely with the Language Support Worker and Employment Specialists for appropriate student placement.
- Must adhere to Language Program Schedule.
- Work closely with other Immigrant Services (IS) 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 to and provide Program Manager all required/assigned reports.

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.

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

Posted: 21-Nov-23

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.

Applicants may be requested to present proof of Covid-19 vaccination.

CLOSING DATE: Resumes will be reviewed starting **November 29, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Gina Hong, Program Manager
Options Community Services Society

Email: Gina.Hong@options.bc.ca

Please include a cover letter indicating the posting number [#21957] and detailed resume outlining your qualifications and related experience for the position.

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