

We're Hiring!



ENGLISH LANGUAGE ASSESSOR (LINC)

Posting Requisition	<i>22377</i>	Program	<i>Language Assessment Program</i>
Job Type	<i>Regular, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is 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.

In co-ordination with Language Assessment Program Manager of Immigrant Services, Language Assessor will conduct English Language proficiency assessment interviews (listening and speaking tests) and score reading and writing tests in accordance with established criteria and protocols using the Canadian Language Benchmark Placement Assessment (CLBPA). The Language Assessor will also determine class level placements and provide referrals to LINC (Language Instruction for Newcomers to Canada) and ESL programs as well as maintain client files and referral records. Also, this position will input client information into databases and preparing narrative and statistical reports.

ACCOUNTABILITIES

- Adhere to Policies and Standards as established in OCS Policy and Program Manuals, OCS Health & Safety Guidelines, OCS Job Description(s), written Memos/Directives, funder expectations and COA standards
- Maintain a strong working knowledge of Local, Provincial and Federal Immigrant and Settlement Services, resources and a broad range of settlement/ community connections/literacy/language services related to immigrants and refugees
- Evaluate client's language skills according to the Canadian Language Benchmarks Placement Assessment (CLBPA) criteria in accordance with IRCC policies and procedures.
- Determine class level placements according to established placement guidelines for the Canadian Language Benchmarks Placement Assessment (CLBPA) profiles
- Enter assessment results into database and generate assessment reports and results letters to be given or mailed to clients
- Provide referrals to LINC and ESL programs as well as maintain client files and referral records
- Attach completed assessments to client applications and documentation, and file according to assessment date.
- Participate in assessor training and annual calibration sessions
- Provide regular narrative Funding Reports, gather and chart statistics and contributes to OCS PQI, Annual Reports and other reports as required
- Ensure compliance with language assessment and OCS protocols and procedures
- Perform administrative duties such as word processing, data entry, scheduling appointments, sending appointment letters, faxing, photocopying, filing, answering telephones and maintaining documentation
- Experience working with newcomers, vulnerable populations and persons of diverse backgrounds
- Class 5 Driver's License, a reliable vehicle, and a willingness to travel to various locations throughout the Metro Vancouver regions as needed
- Perform other related duties as required.

Qualifications

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 23-Sept-11

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Education, Training and Experience:

- Bachelor's Degree in Education, linguistics, social sciences or a related field
- Taught at least 300 hours of ESL to adults (within the last 2 years in Canada)
- Familiar with Canadian Language Benchmarks as an asset.
- Experience in interview techniques and exceptional communication skills.

Skills and Abilities:

- Highly motivated to complete tasks/duties/daily maintenance in a timely manner
- Strong communication, interpersonal/relationship-building and conflict resolution skills, as well as intercultural competency.
- Able to evaluate language samples from literacy to super advanced levels
- Strong written, oral and presentation communications skills in English; additional language an asset
- Knowledge of the language assessment process, the Canadian Language Benchmarks, CLARS, and iCARE
- Knowledge of language training options, assessment eligibility, and language training providers in Metro Vancouver is an asset
- Ability to establish and maintain effective working relationships with staff members, LINC service providers and the general public
- Required to work in a dynamic environment which may call for adaptation to emerging trends/demands
- Ability to identify sensitive issues and maintain confidentiality
- Strong level of computer proficiency; in particular, strong Microsoft Word, MS PowerPoint, MS Excel spreadsheet, internet/email, scanning skills and comfort with desktop publishing (MS Publisher)
- Ability to conduct language assessments in flexible schedules, including evenings and Saturdays
- Organizational skills and attention to detail
- 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

SPECIAL REQUIREMENTS

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

Eligible applicants may be offered a casual position. This position is open to all qualified applicants.

PLEASE APPLY TO: Becky Ip, Program Coordinator
Options Community Services Society
Email: becky.ip@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22377] and outlining your qualifications and related experience for the position.