



YWCA St. Thomas - Elgin Job Posting

Position: LINC (English Language) Instructor
Responsible to: Director of Education and Settlement
Start date: Immediately

Summary:

The Instructor will be responsible for supporting the development and for delivering all the components of the program as set out by the funding guidelines. They will complete training and service coordination to ensure learners receive appropriate access to English language education. They will follow the Canadian Language Benchmarks and work within the Portfolio Based Language Assessment to provide consistent, valid language learning. They will recognize the importance of language skills in the resettlement process and will cooperate with settlement staff to support the learner.

Core Competencies:

- Planning and Organizing
- Communication and Presentation Skills
- Time Management
- Teamwork
- Problem Solving
- Ethics and Integrity
- Cultural Sensitivity
- Ethics and Integrity

Qualifications:

- TESL Ontario Certificate preferred
- Post-secondary education
- Experience in delivering English Language class programs to adults
- Presentation and facilitation experience
- Must possess strong knowledge of resources available in St. Thomas and Elgin County
- Must have ability and confidence to work independently
- Must have strong and relevant computer skills

Responsibilities:

- Create a welcoming, comfortable environment for adult learners.
- Maintain an orderly physical environment conducive to the development of adult learners.
- Communicate with the learners in a manner that shows respect for their life experiences, goals, and concerns.
- Intake incoming learners according to procedures set by the program.
- With the learners levels and shared goals, organize and instruct learners utilizing the Canadian Language Benchmarks framework

- Create a Portfolio for each learner that tracks their goals, activities, and artifacts to support their language assessments
- Complete administration duties, reports, and statistics as required.
- Work with the Settlement Services to refer students to the appropriate provider or agency to meet their spectrum of needs
- Assist the Director as needed.
- Be available for further training as offered.

General Information:

- Understand and uphold the purpose and philosophy of the YWCA St. Thomas-Elgin.
- Keep all information about students and tutors strictly confidential.
- Communicate with the Director regarding issues with learners' difficult or inappropriate behaviour, learning difficulties, or any other concerns.
- Work cooperatively to achieve organizational goals and objectives.
- Maintain open, consistent communication with all staff. If difficulty arises, do not hesitate to consult with the Director.
- Attend staff meetings and training sessions as required.
- Be knowledgeable of the emergency fire and basic emergency procedures.
- Read and understand the YWCA Policies and Procedures. Uphold the purpose and philosophy of the YWCA St. Thomas-Elgin.

Applicants are invited to submit their resume no later than
Monday, January 15, 2018 to work@ywcaste.ca or at the YWCA St. Thomas-Elgin,
16 Mary Street West, St. Thomas, ON.
No telephone inquiries please.