



**Vacancy Posting - Competition #2018-09-10-LI-C**

<b>Date</b>	October 26, 2018
<b>Closing date</b>	Ongoing posting until suitable candidate/s are hired
<b>Position</b>	On-call LINC Instructors (Language Instruction for Newcomers to Canada)
<b>Hours of work</b>	On-call
<b>Class times</b>	Monday to Friday – 9:00 am to 11:30 am; 12:30 pm to 3:00 pm Monday to Thursday – 6:00 pm to 9:00 pm
<b>Location of work</b>	930 Balmoral Road, Victoria, BC
<b>Rate of pay:</b>	\$27.89 per hour

The Inter-Cultural Association of Greater Victoria (ICA) helps individuals and organizations connect across cultures. We provide information, support and tools to help immigrants reach their goals. By engaging people through networks, education and arts programming, we create a welcoming community. ICA offers services for newcomers, including settlement and integration counseling, translation and interpretation, English classes, mentoring, volunteer matching, and peer support. We also provide outreach and education in the community through arts programming, as well as workshops on anti-racism, multiculturalism, diversity awareness, immigration and human rights.

**Job Description**

Delivers Language Instruction for Newcomers (LINC) instruction and orientation to facilitate the successful settlement and integration of newcomers (immigrants and refugees) to Canada and their local environment in Greater Victoria.

**Qualifications**

Undergraduate university degree and TESL Canada recognized TESL certification; minimum of three years demonstrated successful experience in LINC instruction in a settlement language-based LINC program. Experience and knowledge in the area of immigrant and multicultural services. Knowledge and practical application of the Canadian Language Benchmarks (CLB) in the area of LINC delivery and assessment. Excellent written and oral communication skills; proficiency in common desktop computer applications. An equivalent combination of education, training and experience will be considered. Proficiency in a major immigrant language is an asset.

One to three years of previous work experience in a similar environment (social services, nonprofit organization, multicultural organization) and experience working with persons from a wide variety of cultural and ethnic backgrounds is preferred. Experience working with immigrants and/or refugees preferred.

**Required skills and abilities**

- Understanding of the principles of adult learning as they relate to immigrant and refugee newcomers.
- Understanding of the CLB and PBLA and their application within the English Language Training program.
- Aware of relevant political, socio-cultural, economic and educational issues which influence language teaching and learning contexts.
- Ability to plan and deliver courses/lessons consistent with the language training program mandate.
- Ability to incorporate content and to adapt methodology to accommodate diverse needs of immigrant and refugee newcomers.

- Ability to create and sustain a safe and positive learning environment within the continuous intake system of the language training program.
- Ability to use current and appropriate media technology as a tool for language and settlement education.
- Ability to foster independent learning as an integral part of the settlement process.
- Understanding of assessment, including Portfolio-Based Learning Assessment, within the language training program context.
- Commitment and professionalism in the area of teaching settlement English language skills.
- Ability to facilitate English language learner involvement in the local community.
- Ability to identify when a learner is in need of learning assistance and know how to respond appropriately.
- Understanding and ability to apply the basic principles of crisis management in the classroom.
- Ability to work as a member of a team, including other instructors, settlement workers, care for newcomer children workers, and support workers, to address language and settlement needs of learners.
- Ability to practice time and resource management techniques.
- Ability to create and maintain professional boundaries.

#### **Additional information**

- Some travel to community locations within Greater Victoria, especially for field trips, will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, may be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Proof of recent WHMIS training and current clear criminal record check, including vulnerable populations check is required upon hire

#### **Closing date**

Please submit a **cover letter and current resume via email in .pdf format**, noting relevant qualifications and experience to the Inter-Cultural Association of Greater Victoria, 930 Balmoral Road, Victoria, BC, V8T 1A8, Attention: HR Manager, at [careers@icavictoria.org](mailto:careers@icavictoria.org). This posting will remain open after this date until the position is filled.

**Please quote Competition #2018-09-10-LI-C in the subject line.**

*Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. **This position requires union membership. Only short-listed applicants will be contacted.***