

INTERNAL & EXTERNAL JOB POSTING

Language Counsellor- Literacy to CLB4

ISANS is seeking a part- time **Language Counsellor- Literacy to CLB 4** to work with clients who have language levels of literacy to CLB 4. Reporting to the Supervising Team Lead and Manager, Language Services, this position will be responsible for:

- Discussing clients' motivation, goals and needs related to language acquisition while helping them understand their abilities and skills
- Informing clients of language training options available through Language Services courses and other ISANS/community programs; making program referrals as needed
- Developing language learning pathways for literacy to CLB 4 with other ISANS/community programs
- Designing learning paths in consultation with clients and providing accurate information needed to make informed language learning decisions
- Liaising, communicating and maintaining ongoing relationships at ISANS and with other community organizations
- Identifying programming and service gaps, and making recommendations to supervisor and manager as needed
- Developing a thorough understanding of ISANS language programs and eligibility criteria
- Maintaining accurate records to ensure program accountability
- Maintaining up-to-date resources for clients and organization, and keeping abreast of research and trends in adult education and counselling

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or equivalent combination of education and experience will be accepted
- Recognized TESL qualification
- Counselling certification
- Completion of the CLB Bootcamp online training an asset (<http://learning.language.ca>)
- Completion of Teaching English Literacy Learners (TELLS) an asset

Experience:

- 2 years' experience in a similar position
- Experience working in a cross-cultural environment; delivering direct service to immigrants preferred
- Experience in counselling
- Experience working with clients through interpreters
- Experience working with Canadian Language Benchmarks

Knowledge:

- Understanding and knowledge of adult education principles

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

Terms of Employment:

- Fixed-term contract to March 31st, 2020, renewable pending funding confirmation
- Part-time, 21 hours per week

Commencement Date: ASAP

Closing Date: Friday May 17th, 2019– 4 p.m.

To apply: E-mail your resume and cover letter merged into one document to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**