

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, 2022, renewable pending funding confirmation
- Part-time, 21 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Wednesday April 21, 2021– 4 p.m.

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

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**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.**