

**NATIONAL CAPITAL REGION YMCA-YWCA
POSITION VACANCY**

CENTRAL REGION – METRO CENTRAL YMCA-YWCA

POSITION: Bilingual Language Assessor (Contract)

PLACEMENT: Language Assessment & Referral Centre

SITUATION: 1 vacancy

The National Capital Region YMCA-YWCA is a charitable association dedicated to improving the quality of life for children, youth, adults and families through programs that build Spirit, Mind and Body. The National Capital Region YMCA-YWCA provides opportunities for personal growth and character development by providing unique and contemporary programs for everyone regardless of race, religion, creed, ability or economic circumstance. In order to achieve our mission and vision we provide services in seven core areas: Health, Fitness and Recreation, Child Care, Employment and Newcomer Services, Education and Training, Day Camping/Outdoor Education, Residence Camping and Short-term Residential Services. Today our Y serves more than 75,000 individuals from all walks of life in more than 35 locations across three municipalities.

NATURE AND SCOPE:

The National Capital Region YMCA-YWCA LINC (Language Instruction for Newcomers to Canada) Language Assessment & Referral Centre provides language assessment, resources and referral services to newcomers to the Region of Ottawa. The **Language Assessor** is responsible for administering the Canadian Language Benchmark Assessment, Canadian Language Benchmark Placement Test and the Canadian Language Benchmark Literacy Assessment and/or the Éntrevue-d'évaluation cours de langue pour les immigrants au Canada. The Assessor will also refer newcomers to appropriate LINC classes. The assessor will work as a team member contributing to quality service delivery and achievement of program goals while establishing and nurturing an effective working relationship with the LINC program providers, the Association and the community.

QUALIFICATIONS:

- Fluent in English and French Oral and written
- Applicant must have successfully completed a one-year ESL program recognized by TESL Canada with a minimum of a 100 hour practicum or post-secondary degree in linguistics, modern languages, English/French or hold a provincial teaching certificate in English, French, heritage languages or ESL/FLS
- Must meet the assessor criteria set forth by the Canadian Centre for Language Benchmarks.
- Must meet the assessor criteria set forth by the Centre for Education and Training to become a CLBA Assessor. www.langauge.ca
- Must meet the assessor criteria set forth by Niveaux de compétence linguistique canadiens -NCLC to become a BTC-NCLC Assessor. www.langauge.ca
- The applicant must be able to demonstrate strong computer skills in word processing, spreadsheets and database programs.
- The applicant must be able to demonstrate Cultural Sensitivity, Interviewing Skills, Documentation Skills, and Decision-making Skills.
- Must have a working knowledge of immigrant services available in Ottawa.

RESPONSIBILITIES:

- Administer the CLBA, CLBLA and the CLBPT assessment tools according to the principles and procedures outlined in the CET and the CCLB training, the YMCA-YWCA, CIC policies and standards at the Language Assessment Centre.
- Required to complete successfully a week-long training in the use of the CLBA, an additional two-day training in the use of the CLBLA, and additional two-day training in the use of the CLBPT.
- Required to complete successfully the annual Recertification Test administered by the Centre for Education and Training.
- Required to participate in research, pilot or other assessment projects that arise at LARC.

- Required to collect and enter client data to complete accurately an intake form, Automatic Registration System (ARS) entry, and traditional filing system.
- Refer clients to the most appropriate training provider based on language benchmarks and individual client needs.
- Maintain accurate, up-to-date client files and documentation of services delivered.
- Participate in settlement/language-related community events when appropriate.
- Provide information to clients through LARC and refer clients to Newcomer Information Centre (NIC).
- Required to conduct Off-Site assessments
- Required to travel (as required)
- Required to work late shift (as assigned)
- Other duties as assigned

COMPETENCIES:

DIVERSITY: Appreciates that people with different backgrounds, opinions and characteristics bring richness to the program and challenge or situation at hand. Demonstrates respect for people of diverse backgrounds. Suspends judgment and challenges self to deal with assumptions and stereotypes. Make efforts to educate self and others about diversity issues.

COMMUNICATION – Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

PLANNING AND ORGANIZATION: Establishes a clearly defined and effective course of action for self and others to accomplish short and long-term goals.

TEAMWORK: Participates in an effective organizational team, which acknowledges and values team members' skills, experience, cultural background, knowledge, creativity and contributions.

SELF-MANAGEMENT – Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to their supervisor.

CLOSING DATE: February 2nd, 2012

All internal applicants must inform their supervisors of their intention to apply for this position. Applications should be made in writing and submitted to the National Capital Region YMCA-YWCA Human Resource Services, 180 Argyle Avenue, Ottawa, ON K2P 1B7, FAX (613) 237-4329.

Thank you for your interest. Only those selected for an interview will be contacted.

The National Capital Region YMCA-YWCA is committed to being an Anti-Racist Association. We believe that all people have the right to live free from discrimination or harassment of any kind.

We Build Strong Kids... Strong Families... Strong Communities.