



# MALTON NEIGHBOURHOOD SERVICES



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## Job Posting

- Position:** LINC Instructor (Multiple Vacancies )
- Contract type:** On-Call
- Start Date:** ASAP
- Location:** Mississauga and Brampton
- Rate:** \$35.09 per hour
- Deadline to apply:** July 15<sup>th</sup> 2022
- Position Type:** This position is part of the bargaining unit.
- How to apply:** Please email your resume with a cover letter to [HR@mnsinfo.org](mailto:HR@mnsinfo.org)
- Vaccination Policy:** All MNS employees are required to be fully vaccinated or submit documentation regarding Human Rights exemption.

MNS is a non-profit charitable organization that has provided settlement and community support services since 1975. For more information about MNS, please visit our website at [www.mnsinfo.org](http://www.mnsinfo.org)

### Duties:

- Design a module plan,with activities implement and deliver lessons using the PBLA Guidelines ..
- Conduct on-going needs assessments with learners and develop lessons accordingly.
- Provide computer-assisted instruction using language learning software, MS Office programs where appropriate.
- Maintain attendance records and other documentation as required.
- Organize special events to enhance learners' participation and cultural experience.
- Assist in outreach activities to recruit LINC clients as required.
- Plan for and assist learners in developing their portfolios and complete the required documentation.
- Integrate online training such as LearnIT2Teach and other online resources in lesson delivery where appropriate.

### Qualifications:

- TESL certificate from an accredited institution recognized by TESL Ontario.
- Must have a valid certification by TESL Ontario.
- Minimum two (2) years experience teaching LINC classes to newcomers in Canada.
- Understanding of and experience using PBLA Guidelines
- Preference will be given to candidates who have completed LearnIT2Teach Stage 2.
- PBLA training certificate is an asset.

- Experience providing online training will be an asset.
- Experience providing adult instruction using software associated with the LINC Program (i.e., Ellis, Clarity and Explore Canada) as well as Microsoft Word, Excel, email and the Internet.
- Excellent English communication and interpersonal skills with ability to adapt teaching methodology to the needs/skill levels of individual learners.
- Demonstrated sensitivity to the needs of adult immigrants and refugees.
- Ability to work independently with excellent organizational and time management skills.
- Upon successful hire, must provide a valid Vulnerable Sector Screening (VSS) police check obtained within past six (6) months.
- Upon successful hire, must provide proof of COVID-19 vaccination or documentation regarding Human Rights exemption.

*"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."*

*MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.*