



**Ottawa Community Immigrant Services Organization**  
Organisme Communautaire des Services aux Immigrants d'Ottawa

## **INTERNAL/EXTERNAL OCISO JOB POSTING**

**Position:** LINC Instructor (Supply)

**Term:** Casual / On-Call

**Reports to:** LINC Manager

### **About OCISO**

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

### **Position Summary:**

Provide English language training to adult newcomers to Canada in accordance with guidelines set by the funder and program manager. Full-time classes operate Monday to Friday, 9:00 – 2:30 pm.

### **Main Responsibilities:**

- Plan and present lessons in accordance with LINC Curriculum Guidelines and adult learner needs
- Maintain/prepare attendance logs, journal of activities, and daily report
- Identify and use resources and technology appropriate to support the English language training at the relevant level
- Ability to design appropriate, creative and innovative modules and lesson plans that teach language and how to integrate into Canadian culture
- Accommodate special learning needs faced by equity groups and those from diverse cultures
- Provide input to colleagues/managers regarding policies, equipment, resource requirements and other matters affecting programming

### **Qualifications:**

- TESL Ontario accreditation preferred
- Familiarity with LINC curriculum guidelines, Canadian Language Benchmarks, portfolio-based language assessment
- Experience in teaching ESL to adults with settlement needs/goals
- Experience in curriculum development
- Highly developed interpersonal skills: energetic/enthusiastic

- Demonstrated ability to work in a multi-cultural team environment
- Familiarity with services provided by OCISO.
- Understanding of immigrant/settlement issues.
- Proficiency with computer applications including the MS Office Suite, Internet Search Engines, and Database Programs.

**Salary and Benefits:** \$31.11 per hour

**Application Deadline:** On-going hiring, no deadline to apply.

**Application Process:** Please rename your cover letter and resume with your "First name\_position title" (e.g., Chandan\_HR Administrator\_Letter or Resume) before applying and send it to Chandan Rathaur at [hr@ociso.org](mailto:hr@ociso.org)

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous people, and persons with disabilities. OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavour to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Please note, after the hiring process is complete and before joining, OCISO requires successful candidates to provide proof of their COVID-19 vaccination document as a condition of employment, subject to an Ontario Human Rights Code exemption.

*Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration.*