

Creating Access to Regulated Employment (CARE) Centre for Internationally Educated Nurses

Language Supports Coordinator/Instructor

Full Time

The CARE Centre is a bridge training initiative designed to provide supports and services to internationally educated nurses (IENs) living in Ontario so that they can practice and excel in their profession in the shortest time possible. Funded by Citizenship and Immigration Canada and Ontario Ministry of Citizenship and Immigration, the CARE Centre is a multi-partner initiative that invents co-ordinates and delivers flexible, client-focused education and support services such as: sector-specific language training, case management services, and job shadowing and exam preparation activities.

We are looking for a creative individual who is able to work closely, flexibly and energetically with a small staff team in a principled and pragmatic way in working towards the achievement of the Centre's mission and goals.

Responsibilities

Reporting to the Manager of Language Supports, this position is responsible for providing program coordination and nursing-specific language instruction to CARE clients. This will include working collaboratively with the staff team, particularly the Language Development Team. Nursing knowledge is not required and training will be provided.

Key responsibilities include the following:

- Coordination, scheduling and delivery of language courses and workshops.
- Hiring and training of instructors and the provision of on-going supports
- Responsible for ensuring that materials for participants and instructors are current and ready at the beginning of each course and workshop
- Ensure that each course and workshop is evaluated, that accurate data and statistics are collected and recorded and included in regular reports
- Instruct courses and workshops as needed
- Work with other staff to assess individual language eligibility for membership at CARE
- Respond to inquiries and concerns relating to language program
- Work with the staff team to ensure ongoing relevance, efficacy and innovation are reflected in courses, workshops and instructional materials for both instructors and participants; this may include curriculum revisions
- Liaise with other agencies, organizations, colleges, universities, hospitals, etc. regarding language and education issues as necessary
- Participate in staff and team meetings
- Perform other related duties as assigned
- Occasional travel to Hamilton and southwestern Ontario will be required

Qualifications:

- Recognized TESL certificate
- Related undergraduate degree or equivalent
- Minimum 5 years of ESL teaching experience, with at least 2 years of experience teaching higher level grammar, skills and pronunciation
- Experience in staff supervision, course scheduling, teacher-training and/or program coordination
- Experience teaching ESL for special purposes, such as profession-specific ESL an asset
- Experience and knowledge working with second language learners and the language/inter-cultural challenges faced by internationally trained professionals
- Knowledge of Canadian Language Benchmark Levels and corresponding descriptors Knowledge of Canadian Language Benchmark levels and corresponding descriptors
- Innovation and creativity in approach to teaching/learning and development
- Demonstrated organizational, problem solving, interpersonal communication skills
- Demonstrated ability to work as an effective team member and to work flexibly within a dynamic and highly evolving environment
- Intercultural-communication training an asset
- Demonstrated ability to ground instruction in authentic, meaningful practice relevant to the needs of learners
- CLBPT/CLBA training an asset

Salary:

Commensurate with skills and experience

Please send a resume with cover letter by May 12, 2010, explaining how your experience has prepared you for this position to:

CARE Centre for Internationally Educated Nurses
45 Sheppard Ave East, Suite 512
Toronto, ON M2N 5W9
Attention: M. Hatt
Or
Email: mhatt@care4nurses.org

We thank all applicants for applying. Only those selected for an interview will be contacted.

The CARE Centre is committed to diversity in the workplace.