



ACSA Main Office
4155 Sheppard Ave East,
Suite 100
Toronto, Ontario, M1S 1T4
Tel: 416-321-6912
Fax: 416-321-6922

ACSA Child and Family Centre
4139 Sheppard Ave East
Toronto, Ontario, M1S 1T1
Tel: 416-299-9872

ANC Dorset Park
880 Ellesmere Rd, Suite 204
Toronto, Ontario, M1P 2W6
Tel: 416-332-0997
Fax: 416-332-9506

ANC Steeles-L'Amoreaux
331 Glendower Circuit, Unit 6
Toronto, Ontario, M1T 2T7
Tel: 416-609-9393
Fax: 416-609-3896

Chester Le Community Corner
160 Chester Le Blvd, Unit 142
Toronto, Ontario, M1W 2N1
Tel: 416-491-3456
Fax: 416-491-1686

Local Immigration Partnership
331 Glendower Circuit, Unit 6
Toronto, Ontario, M1T 2T7
Tel: 416-609-9393
Fax: 416-609-3896

**Immigrant Settlement and
Adaptation Program (ISAP)**
1911 Kennedy Rd., Unit 105,
Toronto, Ontario, M1P 2L9
Tel: 416-292-6912
Fax: 416-292-6913

Agincourt Community Services Association Newcomer and Settlement Services ESL Teacher/Settlement Counselor

Position Description:

Agincourt Community Services Association is looking for individuals with experience in Settlement Service Sector. You must be hard working and be able to work under pressure with utmost professionalism. ISAP Programs at Agincourt Community Services Association are designed to settle Newcomers and Immigrants to increase their success in settlement and integration in Scarborough.

Responsibilities:

- Referral, assessment and development of a settlement plan
- Plan and organize a full induction for all new clients.
- Carry out an assessment with potential clients in line with Agincourt Community services Association's equal opportunities policy.
- Identify housing options with Clients.
- Work with Clients in assessing their needs.
- Work with Clients to develop a needs-based settlement plan.

Facilitating the English Conversation Club

- Create curriculum for the English Conversation Club and design lesson plans.
- Facilitate the English Conversation Club using communicative and learner-centred approach; provide an instructional format which is responsive to adult learning styles.
- Provide appropriate feedback to learners on an ongoing basis.

Implementing the settlement plan

- Demonstrate a proactive response to working with the Client to prevent and respond to issues that may put the Client's tenancy at risk.
- Work with Clients in order to ensure that they have basic skills required for living independently and maintaining their new homes.
- Liaise effectively with a range of service providers, both voluntary and statutory, in order to ensure services are available to Clients.
- Accompany Clients to statutory and other agencies and to act as advocate as necessary.
- Support Clients to claim all relevant benefits and take up all opportunities for health improvement, training and personal development.
- Ensure that Clients know and understand their entitlements.
- Ensure that the services are high quality and based on best practice models and responsive to the needs of Clients.
- Support the work of Volunteers as defined in the organization's policy on Volunteering.
- Follow-up, as required

Workshop

- Facilitate information sessions and seminars as needed in co-operation with other organizations and ACSA departments

Outreach

- To help organize and conduct on-going outreach/publicity throughout the community
- to provide information about our services and to assess community needs through innovative outreach methods
- Distributes identified promotional material about the services for newcomers to each newcomer client



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General

- Project a positive image of the Agincourt Community services Association at all times.
- Maintain confidentiality, in line with the organization's policies on confidentiality, on all matters relating to Clients, Ex-Clients and general Agincourt Community services Association business.
- Adhere to all Agincourt Community services Association policies and procedures currently in operation.
- Carry out other duties as directed by the Program Manager.

Skills and Qualifications

- Current Ontario TESL Certification an asset.
- Experience in teaching adult / senior ESL is an asset.
- Bachelor's degree or social work vocational diploma and at least two years of relevant experience with a focus on counselling/intervention
- Strong understanding of, and significant experience working with, Toronto's newcomer and refugee communities
- Knowledge of immigration and refugee services and of ethno-specific programs and services (government and agencies) in Toronto to refer newcomers on issues affecting their quality of life (ie. housing, employment, educational upgrading, and legal status)
- Excellent skills and knowledge of community resources and support available for immigrants and refugees
- Ability to work independently and cooperatively with staff and volunteers in a culturally diverse environment and the ability to work in a gender positive and an anti-oppression focused environment
- Excellent communication and report writing skills; capacity for analytical thinking, goal and priority setting, and problem solving; experience in adult education and workshop delivery
- The ability to speak a language other than English is an asset
- Excellent networking skills emphasizing outreach which includes development of promotional materials, partnership development, and establish networks with various stakeholders
- Ability to work evenings and weekends as required
- Ability to manage a dynamic team coming from diverse backgrounds and who possess different levels of skills

Compensation

Hours: 14 – 19hrs/week

Rate: 22.33/hr

Accountability

Reports to Manager, Newcomer Centre

Please apply BY EMAIL ONLY to:

lally@agincourtcommunityservices.com

QUOTE: JOB APPLICATION ESL Teacher/Settlement Counselor

Deadline: May 4th 2011

Interviews: May 9th-11th 2011

Start Date: End of May 2011