



JOB DESCRIPTION	
Title	Language Assessment Coordinator
Reports to	Director, Community Health
Location	Kingston, ON
Position Type	Fulltime, Permanent (35 hrs/week)
Salary	\$58,949.80 - \$69,360.20 Annual

### Position Summary

The Language Assessment Coordinator for the Coordinated Language Assessment and Referral System (CLARS) plays a vital role in assessing English language proficiency for eligible clients using the Canadian Language Benchmarks (CLB). In addition to conducting assessments, the Coordinator provides tailored referrals to language training programs such as LINC, LINC Home Study, ESL, OLST, and other community and settlement services. This position requires flexibility, as the Coordinator operates across multiple locations within the Kingston/Belleville catchment area to ensure accessible and equitable language support for newcomers.

Key Responsibilities	Detailed Responsibilities
<b>Client assessment and referral</b>	<ul style="list-style-type: none"> <li>• Screen clients for eligibility for language training programs based on immigration status, age and learning history</li> <li>• Provide thorough needs assessments of clients applying for language assessment</li> <li>• Administer CLB standardized tests to assess the language skills of eligible clients</li> <li>• Ensure clients are advised on all appropriate language training options that meet their needs, goals and preferences</li> <li>• Provide direct referral/placement of clients to appropriate programs through established procedures using the HARTs database</li> <li>• Respond to client inquiries by phone and in person regarding training programs and other orientation assistance to clients whose needs and goals have changed</li> <li>• Ensure a consistent, warm and welcoming approach to the reception of all clients onsite and at itinerant locations</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Successfully implement the language assessment and referral services model and ensure maintenance of the operating standards and protocols at all locations</li> <li>• Facilitate quarterly Community Partnership Committee meetings with area language training providers</li> <li>• Provide statistical reports on client trends/needs and community gaps in language training needs</li> <li>• Receive updates from funders, ACHEV, and the HARTS database system and implements necessary changes</li> <li>• Attend yearly Coordinator/Funder meetings and CLARS Administrators' meetings</li> <li>• Ensure accuracy of data input in HARTS and upload to iCARE (monthly) according to government/funders/ requirements</li> </ul>



	<ul style="list-style-type: none"> <li>• Liaise with training providers and co-workers regarding general inquiries and client placement</li> <li>• Act as a resource for information regarding training programs available within the area by collecting and collating resources available from settlement and training organizations</li> <li>• Book, prepare and set up rooms for assessments to take place and prepare test materials as needed</li> <li>• Arrange itinerant locations for assessments provided in rural areas</li> <li>• Provide assessment report to clients</li> <li>• Attend necessary training provided by ACHEV and CCLB</li> </ul>
<p><b>Planning, development, and implementation</b></p>	<ul style="list-style-type: none"> <li>• Coordinate programming services for consistent client engagement and support teams with language assessment and referral services.</li> <li>• Assist in creating training and educational materials, tools, and resources to support language learning for adult learners in the community. This may involve developing helpful learning aids, online resources, or local materials that can enhance their language learning experience.</li> <li>• Collaborate with local educators and trainers to ensure that learning materials align with the Canadian Language Benchmarks (CLB) and cater to adult learners at different proficiency levels.</li> <li>• Stay up-to-date with best practices and current trends in language assessment, settlement services, and immigrant integration in Canada, ensuring the program remains relevant and responsive to the evolving needs of newcomers.</li> <li>• Create project teams and serve as project team administrator (call meetings, prepare agendas, execute tasks between meetings);</li> <li>• Collaborate with program stakeholders (funders, KCHC teams, and community partners) to design and update the language assessment and referral system, ensuring it meets the evolving needs of the community</li> <li>• Support the recruitment and selection of staff and develop, implement and support teamwork plans</li> <li>• • Prepare proposals for new funding agreements.</li> </ul>

**Organizational Responsibilities**

- Complies with all relevant legislation and KCHC policies, including privacy laws.
- Commits to acquiring an understanding of the importance of trauma responsiveness and the impact of Adverse Childhood Experiences (ACEs).
- Commits to demonstrating an ongoing commitment to Equity, Diversity, Inclusion, Indigenization and Accessibility (EDIIA) by representing the diverse nature of our communities, promoting and practicing inclusion.
- Supports consistent application and development of KCHC policies and procedures.
- Supports KCHC’s student and volunteer placement programs.
- Promotes awareness of and participation in KCHC activities.
- Demonstrated commitment to continuous learning and quality improvement.
- On occasion, perform other temporary duties as required.

### Basic Education and Experience Requirements

- Minimum 3-year University Degree (in English medium or proof of CLB 9 English language proficiency across all skills)
- Teaching English as a Second Language (TESL) certificate/accreditation
- CLBPA/CLB-LPT/CLBPT training via ACHEV (or conditional offer upon completion of training)
- Demonstrated knowledge of adult English language acquisition through a minimum of 250 hours of adult teaching experience

### Knowledge, Skills, and Abilities

- Knowledge of the Canadian Language Benchmarks is an asset
- Demonstrated assessment/interviewing experience in the adult education field (adult ESL, vocational employment, settlement counselling, adult literacy) is an asset
- Demonstrated ability to work collaboratively with communities impacted by the social determinants of health.
- Excellent communication skills in oral and written English required
- Strong interpersonal, problem solving and organizational skills
- Sensitivity to the diverse needs of adult learners and the multicultural community, including varying levels of literacy
- Understanding and emotional empathy for the challenges immigrants and refugees face in starting a new life in Canada
- Understanding of anti-oppressive language and concepts including power, privilege, intersectionality, and racism
- Knowledge of languages in addition to English an asset
- Computer literate with proficiency in MS Outlook, MS Office and databases such as HARTS

### Competencies

**Organizational:** Accountability, Client Focus, Collaboration, Continuous Learning

**Position Competencies:** Critical Thinking, Financial Responsibility, Leadership, Planning & Implementation, Knowledge/Professional Expertise

### Other Requirements

- Demonstrated commitment to quality improvement.
- Current and satisfactory Criminal and Vulnerable Persons Check.
- Current Immunizations

### Application Instructions

- Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
- Save all documents as a single PDF file using your own name (Last, First).
- Email to [hr@kchc.ca](mailto:hr@kchc.ca) citing reference 2025-04-KCHC in the subject line.
- Applications must be submitted to Human Resources by Wednesday February 27, 2025, at **11:59PM**.

**As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.**



Kingston Community Health Centres  
Centres de santé communautaire de Kingston

Internal/External Posting: 2025-04-KCHC Posting Date: 2/14/2025 Closing Date: 2/27/2025
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**All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.**

**KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please notify Human Resources.**

**Kingston Community Health Centres, 263 Weller Ave. Kingston ON, K7K 2V4  
[www.KCHC.ca](http://www.KCHC.ca)**