

Position Title: Language Assessor**Location:** 25 Main Street, Suite 105 Hamilton, Ontario**Position Type:** Full time – Permanent**Salary Range:** \$49,000 - \$55,000**Position Overview:**

Reporting to the Language Assessment Program Manager, the Language Assessor will conduct English language proficiency assessment interviews (listening and speaking tests) and score reading and writing tests according to established criteria and protocols using Canadian Language Benchmarks (CLB) assessment tools. The Language Assessor will also determine class level placements, provide referrals to LINC (Language Instruction for Newcomers to Canada) and ESL (English as a Second Language) programs

In this position, you will:

- Screen clients for language assessment eligibility and placement in language classes.
- Administer Canadian Language Benchmarks assessment tools in English (CLBPA, CLB-LPT) in accordance with guidelines, policies and procedures.
- Determine class level placements according to established placement guidelines.
- Enter assessment results into a database and generate assessment reports and result documents to be provided to clients.
- Refer clients to LINC and ESL programs and maintain up-to-date client files and referral records.
- Participate in YMCA mandatory training, assessor training and annual recalibration sessions.
- Attend workshops, training, conferences, and staff meetings as required
- Provide the manager with information regarding trends and other statistical data for monthly reports.
- Perform administrative duties such as data entry, photocopying, filing, answering phone calls, and maintaining documentation.
- Perform other related duties as required.

Education, Training, Skills and Experience:

- University degree or College diploma.
- Minimum ESL/TESL certification
- Ability to write and speak fluently in English.
- The ability to speak an additional language is an asset.
- Excellent written, interview and assessment skills
- Flexibility regarding assigned work hours and locations
- Experience in social work, education, or settlement services is an asset.
- An asset if trained on CLB assessment tools; or conditional offer of employment contingent upon successful completion of CLB training (to be arranged for successful candidate).
- Proficient computer knowledge of Microsoft Office.
- Good interpersonal, presentation, negotiation and organizational skills.
- Experience in dealing with individuals of different cultural and racial backgrounds.
- Ability to work in an efficient manner both independently and as part of a team
- Flexibility and willingness to work outside of regular work hours during events.

Interested in applying?

Please submit your resume by **July 31, 2025**, to: german.alvarez@ymcahbb.ca

To view and apply for positions as a **current employee**, please log into your UKG account and click "My Company", then "View Opportunities" in the sidebar menu.

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department plc@ymcahbb.ca