



Penticton Indian Band

R.R. #2, Site 80, Comp.19
Penticton, British Columbia
Canada V2A 6J7
Telephone: 250-493-0048 Fax: 250-493-2882

EMPLOYMENT OPPORTUNITY

Manager Trainee Social Development (Permanent Full Time) Posting Date: March 12, 2018
Reports to: Band Administrator **Classification:** 5

Reporting to the Band Administrator and working closely with existing Social Development staff, the Manager Trainee Social Development will strive to become fluent in all social development service areas. Once successfully completing a three month probationary period, the role will assume the management of Income Assistance as well as Youth and Family child program services critical to assisting band members addressing various social and financial issues including but not limited to, unemployment, addictions, children and family matters, educational development, etc. Maintaining strong and positive working relationships with both internal and external resources is vital to delivering an effective service. The role will also be responsible for the management of program budgets, preparation of reports and providing leadership in identifying service gaps and seeking working solutions for the social development team. The manager is required to participate in rotating on-call service and prepared to perform front line work when situations require. It is essential that the Manager works co-operatively and collaboratively with the Band Administrator and other program areas within the government (e.g. Council, administration, health programs, education, First Nation policing, natural resources, housing, Footprints, etc).

Accountability

- Ensure compliance with all internal band policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (AANDC, Indian Act, Privacy Act, etc.);
- Maintain strong positive relationships with Community Program areas and external agencies;
- Build capacity and decrease barriers;
- Represent PIB in all SD practices and processes and when sitting on external committees;
- Prepare and maintain work plans and budgets;
- Reporting on all funding sources as required to ensure continued support;

Minimum Academic/Educational Requirements

- 2 Year Diploma in social services, degree preferred;

Minimum Level of Experience

- Experience working with BC MCFD;
- 3-5 years working in a social development environment;
- Supervisory experience & capacity in a social development environment;

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License with clean Driver's Abstract;
- Own transportation;
- First Aid with CPR;
- Vulnerable Services Criminal Record Check;

Personality Traits (Required to be successful in position)

Internally

- Approachable & Friendly;
- Considerate & Service Oriented;
- Honest and Integrity;
- Fair & Consistent;
- Demonstrate sound work ethics;
- Maintain standards of professional conduct;

Externally

- Patient;
- Compassionate & Empathetic;
- Diplomatic;
- Assertive;
- Respectful and culturally sensitive to indigenous issue;

Working Conditions

- Busy, multi-location working environment, including offices, court, community member homes, etc.;
- Constant time pressures to organize and meet deadlines;
- High volume of communication demands (telephone calls, emails, face to face, etc.);
- Exposure to stress and fatigue from prolonged periods of family and children issues management;
- Frequent local travel as required;
- Additional hours will be required;

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume by Closing Date 5:00pm (PST): March 26, 2018 to the attention of: Director, Human Resources, Email: Jobs@pib.ca** or mail to the address above. **A detailed job description is available upon request.**

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***