



**Penticton Indian Band**

841 Westhills Dr.  
 Penticton, British Columbia  
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<b>Position Title:</b>	<b>Child and Youth Special Needs</b>	<b>Classification:</b>	4
<b>Department:</b>	Social Development	<b>Type:</b>	Program Coordinator
<b>Status:</b>	1 year, Part-Time (10 hrs./week)	<b>Hours of work:</b>	35 Hours per week
<b>Responsible To:</b>	Social Development Manager		
<b>Location:</b>	"Sn̓x̓astwilx̓tn Centre" 198 Outma Squilxw Place, Penticton BC, V2A 6J7		

**Job Summary:**

The Child and Youth with Special Needs Worker will operate as part of the Social Development Department and is responsible for delivering direct special needs services to children and youth connected to Penticton Indian Band and the Ministry of Child and Family Development. In providing wraparound services, the Child and Youth with Special Needs Worker will provide outreach services, develop program curriculum, and develop family plans to support children and youth. The coordinator will work to build capacity and educate the community on best practices and understanding the resources available for children and youth with special Needs

**Core Competencies:**

- Planning and Organizing
- Communication
- Relationship Building
- Teamwork
- Accountability
- Problem Solving
- Ethics & integrity
- Conflict Resolution

**Duties/Responsibilities:**

**Program and Service Delivery**

- Provides wraparound services to families with children and youth who have moderate to severe disabilities, including one-on-one case planning and support
- Develops Family Support Plans based on family’s specific strengths, and the specific needs of the child or youth
- Establish cultural networks and supports to complete referrals and access services that are wholistic and supportive
- Support families in transitioning youth with special needs into adult services and supports
- Connects individuals and families with resources and supports that are vetted and supported by the Penticton Indian Band
- Develop and regularly update a comprehensive community resource list, inclusive of mainstream and cultural supports

- Promotes, develops, and facilitates programs for children and youth with special needs, with priority to children and youth involved with the Ministry of Child and Family Development
- Develops trusting, professional relationships that promote health and support individuals in conflict resolution and problem-solving
- Research and provide programs, information sessions, workshops, and forums to the community on understanding children and youth with special needs
- Liaises and communicates with PIB Social Development team members and outside agencies with a view to improving services to clients.
- Collaborates and works closely as a team with the PIB Youth Worker and family Preservation Worker positions to address child and youth needs.

### **Administrative Tasks**

- Provide regular reporting to PIB Social Development that outlines the work completed and statistics
- Maintain file management, including regular documentation, correspondence, assessments, referrals, and supervision/consultation notes
- Complete paperwork required to access community resources
- Meet regularly with PIB Social Development Committee to assist with referrals and report on community and family needs
- Ensure MCFD Reporting is completed accurately and on time

### **Qualifications/Requirements:**

#### **Minimum Academic/Educational Requirements**

- Certificate or Diploma in Child and Youth Care or Human Services or Community Services with a minimum of 2 years of experience working with an integrated team with a focus on child, youth and families that are experiencing challenges.

#### **Other Certification, Licenses, Designations and/or Training**

- First Aid
- Non-Violent Crisis Prevention Intervention Training (preferred)
- Applied Suicide Intervention Skills Training (preferred)

#### **Proficiency designation requirements**

- Valid BC Driver's License Class 5
- Criminal Record Check required

#### **Minimum Level of Experience**

- 2 years' experience working with children, youth, and families
- 2 years' experience working with Indigenous communities
- 1 year experience with clients with special needs

### **Skill levels Necessary**

- Microsoft Office (Word, Excel, Power Point)
- Email and Social Media
- Ability to use technology

### **Working Conditions**

#### **Harmful or dangerous materials/activities**

- Driving
- Stressful case situations

### **Assets:**

#### **Personality Traits (Required to be successful in position)**

- Family-focused
- Dedicated to work with family systems
- Respect for all others
- Flexibility to meet changing needs
- Non-judgmental approach to people

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

### **Deadline:**

4 pm, February 10<sup>th</sup>, 2021

**Send your Resume to Senior Manager, Human Resources**

**Rory Gabriel at [jobs@pib.ca](mailto:jobs@pib.ca)**