



# Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

April 3, 2024

## Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Child and Youth Special Needs</b>	<b>Classification:</b>	6
<b>Department:</b>	Social Development	<b>Responsible To:</b>	Social Development Manager
<b>Status:</b>	Full-time, Permanent	<b>Hours of Work:</b>	35 Hours per week
<b>Range:</b>	\$28.06-\$33.02 per hour		
<b>Location:</b>	841 Westhills Drive, Penticton, BC		
<b>Closing Date:</b>	<b>April 16<sup>th</sup>, 2024</b>		

### 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 Support Needs Worker will provide outreach services, develop program curriculum, and develop family plans to support children, youth, and families. 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 & Organizing
- Relationship Building
- Problem Solving
- Communication
- Teamwork
- Ethics & integrity
- Planning & Organizing
- Accountability
- Conflict Resolution
- Relationship Building
- Problem Solving
- Teamwork
- Ethics & integrity

### 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 holistic 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
- 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

#### **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

#### **Assets:**

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

#### **Working Conditions:**

- Busy, multi-location working environment, including offices, community member homes, etc.
- 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.

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

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. Please **send a resume and cover letter to the attention of:**

**HR Department  
Penticton Indian Band**

**Mail:** 841 Westhills Drive      **Fax:** (250) 493-2882  
Penticton, BC V2A 0E8      **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*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.*