



# Penticton Indian Band

841 Westhills Drive  
 Penticton, British Columbia  
 Canada V2A 0E8

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

June 24, 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>Family Preservation Team Lead</b>	<b>Classification:</b>	9
<b>Department:</b>	Social Development	<b>Responsible To:</b>	Social Development Manager
<b>Status:</b>	Full-time, 2 Year Contract	<b>Hours of Work:</b>	Up to 35 hours per week
<b>Range:</b>	\$36 – 45 per hour		
<b>Location:</b>	841 Westhills Drive, Penticton BC, V2A 0E8		
<b>Closing Date:</b>	<b>Open Until Closed</b>		

### Job Summary:

Reporting to the Social Development Manager, the Family Preservation worker Team Lead is responsible for providing support, and supervision Child & Family Crisis Worker, Prevention Intervention Worker, Family preservation worker and Family Preservation Youth worker. The role will assume supervision of the Child, Family, and Youth and program services critical to assisting band members addressing various social, mental, and emotional struggles, including but not limited to, addictions, children and family matters, and family violence. Maintaining strong and positive working relationships with both internal and external resources is vital to delivering an effective service. The role will be responsible to provide support in the preparation of reports and providing leadership in identifying service gaps and seeking working solutions for the social development team. The Lead is required to participate in rotating on-call service and will carry an active family preservation caseload. It is essential that the Lead works co-operatively and collaboratively with the Social Development Manager and Outside partnerships such as MCFD, FN Policing, Interior Health as per the direction of the Social Development Manager. The goal of the program is to use a culturally relevant and prevention first approach to immediately reduce the number of Aboriginal children entering care.

### Core Competencies:

- Supervision
- Empathy
- Critical Thinking
- Strategic Thinking
- Crisis Management
- Problem Solving
- Decision Making
- Leadership, diplomacy
- Negotiation
- Teamwork
- Knowledge of Issues
- Conflict Resolution
- Networking/Relationship Building
- Planning & Organizing
- Risk Management
- Accountability
- Ethics & Integrity

### Duties/Responsibilities:

#### Job Responsibilities and Work Performed

- Responsible for supervision, coordination and administration of Child Family and Youth Services under the direction of the Social Development Manager.

- Must build and maintain positive relationships with community, internal programs, and external agencies.
- Carry active caseload of Family Preservation files.
- Advocate for community members to ensure their rights are protected and needs are met.
- Ensure clear documentation is completed and maintained.
- Review all Plans for ensuring high risk families, children, and youth are kept safe
- Respond to all child abuse reports ensuring children are safe and families rights are protected according to protocols and practices in place.
- Prepare programs for 24/7 crisis coverage, long working hours, and flexible weekend work.
- Provide administrative supervision and leadership to the Child, Family and Youth Services team.
- Maintain self-care and healthy lifestyle ensuring the best possible community service delivery.
- Be knowledgeable and prepared to perform frontline case work as required.
- Report actions and issues to the Social Development Manager as required to ensure they are fully informed on key issues.
- Develop and maintain relationships with community knowledge keepers, seeking direction and guidance as often as possible.
- Respond to crisis situations by developing working solutions based on protocols and practices in place.
- Work proactively, collaboratively, innovatively, and cooperatively with internal programs and external agencies to meet needs of community members.
- Promote independence as opposed to dependence on social assistance services.
- Under the direction of the Social Development Manager, supervise staff performance reviews, participate in the hiring process for new staff, and develop job descriptions.
- Participate in department and social development program meetings.
- Support and collaborate with community-based groups, such as Grandmothers-Aunties groups
- Participate actively in internal and external committees as required.
- Accompany Ministry of Children and Family Development (MCFD) for visits.
- Provide culturally appropriate support for families.
- Ensure community members involved with child protection are supported and, when possible, reunite families in a safe environment.
- Maintain file management, including regular documentation, assessments, referrals, and supervision/consultation notes on family and individual cases
- Complete paperwork required to access community resources (i.e., Child and Youth Mental health, counseling services and others).

### **Accountability**

- Ensure compliance with all internal band policies and procedures (Human Resources, Manual, etc.) as well as external governing rules & regulations (Indian Act, FOIPA, etc.).
- Maintain strong positive relationships with Community Program areas and external agencies.
- Build capacity, ensuring regular professional development and growth for all staff
- Decrease barriers for PIB families accessing resources
- Keep records and reports on client family activities.
- Accept cases from referral agencies.
- Quarterly Reports to Chief & Council

### **Relationships**

- Reports directly to the Social Development Manager
- Works collaboratively with other PIB Departments
- Engages with, reports to, and collaborates with community.
- Engages with the MCFD, RCMP, Hospitals, Recovery Centers, and other social services as required
- Debrief and case reviews are completed within the department with Manager and support staff as needed.
- Mandated maximum of 8 family caseloads.
- Liaises with support providing agencies on case-to-case basis.

### **Decision Making**

- The director, the caseworker, and the Family work collaboratively to make decisions while maintaining objectivity and fairness.
- Judgements are not made without collaboration or seeking a second opinion.
- Must make appropriate assessments of cases.

### **Qualifications/Requirements:**

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

- Degree in Social Work, Child and Youth Care, or other related discipline, or combination of education, training, and extensive work experience

#### **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.
- Clear Criminal Records Check including Vulnerable sectors check.

#### **Specific Job Skills and Levels**

- Must possess good interpersonal and communication skills - oral and written.
- Ability to maintain positive, professional working relations with staff, community, and external agencies.
- Conflict resolution and moderation skills.
- Leadership and supervisory skills.
- High degree of trust and confidentiality.
- Crisis management.
- Detail oriented and accurately processing and prioritizing information.
- Exercise objectivity and transparency.
- An understanding of relevant legislation, policies, and procedures.
- Must demonstrate tact, discretion and sound judgment while dealing with sensitive issues.
- Knowledge of First Nations Culture and traditions
- Knowledge of Child, Family and Community Services Act, Adoption Act, Family Relations Act, Mental Health Act, Youth Criminal Justice Act and BC Benefits Act pertaining to youth services and related MCFD policies and procedures
- In-depth knowledge of professional ethics, principles, and practices
- In-depth knowledge of issues related to child development, child protection and providing effective programming
- Ability to orient, train and provide leadership and consultative support to staff
- Microsoft Word, Excel, Power Point, Email, Internet use.

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

- 3-5 years of experience working with MCFD or in a social development environment.

### **Assets:**

- First Nations heritage.
- Prior experience in working with Department of Indigenous Services Canada (formerly INAC)
- An understanding of the Syilx cultural and community environment

### **Working Conditions:**

- Requires working flexible hours, including evenings, weekends, and holidays.
- Work is performed primarily in client homes.
- Requires travel to client homes and throughout the community.
- Involves exposure to tobacco smoke, domestic animals, household pests, and other conditions in common domestic environments.
- Frequent contact with staff and non-staff (e.g., client families, referring agencies, community professionals, community agencies/programs).

- Stressful case situations.
- Safe working environment.
- Drug and Alcohol-free workplace.

\*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.*