



Penticton Indian Band

162 Westhills Crescent
Penticton, British Columbia
Canada V2A 6J7

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

July 16, 2024

Employment Opportunity

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

Position:	Child Care Programs Manager	Classification:	\$ 47.00 – 64.00 (Based on Education and Experience)
Status/Term:	Full-Time, Permanent	Hours of Work:	35 Hours per week
Department:	Education	Responsible To:	Band Administrator
Location:	Little Paws Children’s Center, 162 Westhills Crescent, Penticton BC V2A 6J7		
Deadline:	Open Until Filled		

Job Summary:

The Child Care Programs Manager is the administrative officer responsible for the overall management of operations and budgets of Penticton Indian Band’s Little Paws Children Centre. The Child Care Programs Manager is responsible for the development and management of administrative and child care policies; effective financial management and budgets; organizational planning, structuring, marketing, and programming; and the overall management of staff to ensure a safe, caring and respectful learning environment that reflects Penticton Indian Band community values, beliefs, culture and traditions. The Child Care Programs Manager will work with the ECE Coordinator to ensure the Little Paws Children’s Centre maintains compliance with provincial licensing requirements and applicable industry standards and regulations, as well as upholds the standard of practice for excellence in Early Childhood Education. The Child Care Programs Manager will also be responsible for the recruitment, hiring, leadership, mentoring, evaluation and ongoing training of daycare staff. The Child Care Programs Manager must work collaboratively with the Penticton Indian Band Administration, parents and applicable outside agencies to ensure effective communication regarding children’s development.

Core Competencies:

- Accountability & Dependability
- Communication
- Planning, Organizing, & Budgeting
- Leadership
- Problem Solving
- Flexibility
- Organizational & Environmental Awareness
- Teamwork
- Language and Cultural Sensitivity
- Networking & Relationship Building

Duties/Responsibilities:

- Adhere to and abide by all Penticton Indian Band employee personnel policies, procedures, code of conduct, email and internet acceptable use policy, and oath of confidentiality.
- Prompt and have good attendance.
- Communicate and work collaboratively with other and all staff.
- Manage ECE Coordinator to ensure the development of daily activity plans, providing nutritious snacks and lunches, coordinating sleep and rest time, establishing acceptable disciplinary policies, and guiding/assisting children in the development of proper eating, dressing and toilet habits.
- Provide input into activity planning and provide support and direction to ECE Coordinator related to child care programs.
- Manage ECE Coordinator resources effectively to promote a positive team atmosphere.
- Conduct staff meetings to discuss daycare initiatives, resolve issues and support professional development.
- Provide briefing notes to Penticton Indian Band Chief and Council
- Develop and submit to Penticton Indian Band Administrator, an Annual Work plan that aligns with the PIB Strategic Plan and the Comprehensive Community Plan.
- Participate in and provide updates to Penticton Indian Band Education Committee as required.
- Market and promote child care spaces and programs; and actively recruit children for various childcare programs offered.
- Provide input and participate on the Penticton Indian Band Social Development Committee.
- Attend community and Band meetings as required to provide updates on early childhood programs.
- Work with and access resources with other agencies within the community
- Ensure that equipment and the facility are clean, well maintained and safe at all times.
- Clearly and effectively communicate with staff.
- Work with the Penticton Indian Band HR in the hiring process and make staffing recommendations.
- Work with the Penticton Indian Band Finance department with the development and monitoring of the daycare budget.
- Conduct annual employee performance reviews.
- Develop and update staff job descriptions
- Maintain provincial standards and regulations and keep up to date with current child care licensing regulations.
- Attend meetings and workshops to develop and discuss new teaching methods.
- Promote a positive image of the daycare program to the public.
- Provide a warm, safe and caring environment that is kept orderly, clean and appealing.
- Develop and maintain current, accurate and confidential client files.
- Be familiar with all Penticton Indian Band emergency procedures.
- Maintain, report, manage and seek out funding opportunities including but not limited to: Province of BC (CCOF, FRI, CCWEI, ACCB), OTDC, Taxation, BCACCS, FPCC, FNHA AHSOR
- Refer children and families to the appropriate support services
- Maintain and work within set budget. Pay all day care bills and expenses using the xyantax purchase order and requisition program
- Develop and submit an annual work plan to Chief and Council
- Coordinate all building repairs and maintenance, and maintain a contact list of contractors
- Responsible for monthly client billing and generating monthly invoices

- Assist parents with accessing day care subsidy
- Fill out monthly child care subsidy claims
- Fill out monthly enrollment reports for the child care operating funding program
- Ensure all staff files are up to date
- Ensure confidentiality of privileged information.
- Demonstrate behavior that is professional, ethical, and responsible.
- Other duties shall be assigned as required.

Qualifications/Requirements:

- Bachelor of Business Administration and/or relevant experience in this field
- Knowledge and understanding of standards of practice and regulations in the ECE field.
- Valid Class 5 Driver's License
- Transportation to and from work
- 2-3 years of experience in a Managerial position
- Current First Aid Certificate
- Criminal record check
- Three professional references
- Current immunizations and TB clearance.
- Medical Note stating mentally and physically fit to work with children.
- Food Safe certificate.
- Computer literacy, including average to advanced proficiency with computer software applications such as MS Word, Excel, Outlook (Email).
- Good organizational, time management and prioritization skills.
- Strong morals and ethics, sound judgment and reasoning skills, along with a commitment to discretion and staff privacy.
- Strong verbal, written and interpersonal communication skills that allow one to work effectively in a diverse working environment.
- Physically able to perform all assigned tasks.
- Cultural sensitivity.
- Excellent problem-solving skills.
- Excellent negotiation and mediation skills.
- High level of trust and confidentiality.

Assets:

- Related training in the area of children with special needs.
- Class four Driver's license
- Knowledge of sign language.
- Knowledgeable about the language and culture of the Syilx people.

Working Conditions:

- Interacts with children, family members, staff, visitors, and government agencies.
- Intermittent physical activity including walking, standing, sitting, lifting children up to 40 pounds
- Noise level can be moderate to loud
- Overtime may be required

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

*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:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail: 841 Westhills Drive **Fax:** (250) 493-2882
Penticton, BC V2A 0E8 **Email:** 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.