



Penticton Indian Band

200 Westhills Drive
RR#2 Site 80 Comp.19
Penticton, B.C. V2A 6J7
Ph: (250) 493-0048 Fax: (250) 493-2882
Toll Free: 1-877-493-0048

“EMPLOYMENT OPPORTUNITY”

(June 18, 2009)

The Penticton Indian Band is presently accepting applications for the position of:

“SOCIAL DEVELOPMENT PROGRAM - MANAGER”

Working closely with the Penticton Band Council, Band Administrator, Department Heads, and the community at large. The individual will plan, organize, direct, and will provide leadership and support for an effective and efficient Social Development Program in an effort to meet all social needs and address social problems including but not limited to, unemployment, addictions, children and family matters, educational development.

DUTIES / RESPONSIBILITIES:

- Responsible for the supervision, coordination and administration of the Band Social Assistance Program
- Responsible for the supervision and administration of all Band Social Development budgets including, Basic Needs, Gaurdian Financial Assistance, Family Preservation, Family Enrichment, Adult In-Home-Care, Special Needs, etc.,
- Responsible for the supervision and processing of monthly social assistance applications in accordance with INAC and Penticton Band policies and guidelines.
- Maintain a current and up-to-date, secured system of case files and applications.
- Responsible for responding to, providing resources and advocacy support for children at risk, elders, and those with special needs.
- Responsible for attending to, and responding to all reports of child abuse or neglect and become actively involved to ensure that proper case planning and reporting is developed in child welfare issues.
- Maintain an active and effective working relationship with MCFD, Health Canada, INAC, Penticton Band Social Development Committee, and other appropriate agencies.
- Establish and maintain sound and cooperative working relationships with other co-workers, staff and departments to meet the needs of the Penticton Indian Band and community members.
- Responsible for the supervision of the Social Development Assistant, Family Enrichment Worker, Family Preservation Worker, and Adult-In-Home Care Workers.
- Assist in the processing of monthly social assistance applications in accordance with INAC and Band Social Program policies and guidelines.



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SKILLS, KNOWLEDGE and QUALIFICATIONS:

1. Must have a proven record of work experience as a Social Worker or in possession of a BSW Degree or equivalent. Applicants in possession of educational degree will receive preferential consideration.
2. Must be familiar with and have experience in the Provincial Child welfare Program.
3. Must possess basic financial and budgeting skills.
4. Must have excellent analytical, written and oral communication skills.
5. Must have excellent leadership, supervisory, management and interpersonal skills.
6. Must have excellent computer skills, knowledge in Xyntax an asset.
7. Must demonstrate tact, discretion and sound judgement while dealing with sensitive issues in a political environment.
8. Must be willing to submit to a criminal record check.
9. Must possess a BC Class 5 Drivers Licence

SALARY: Commensurate with experience.

Hours of Work Full Time (35 hours per week)
9:00 am., to 5:00 pm., Monday to Friday

The successful applicant must successfully complete a six (6) month probationary period.

Resumes showing education, training and related work experience will be accepted up until, **4:00 pm., Friday, July 17th, 2009** and may be sent to ggabriel@pib.ca or the attention of:

Mr. Greg Gabriel, Band Administrator
c/o Penticton Indian Band
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