



## Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048

January 12, 2026

### 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>Social Development Manager</b>	<b>Pay Rate:</b>	\$ 47.00 – 64.50 based on credentials and experience
<b>Department:</b>	Social Development	<b>Classification:</b>	2 / Leadership
<b>Status:</b>	Full-time; Permanent	<b>Hours of work:</b>	35 hours per week
<b>Responsible To:</b>	Band Administrator		
<b>Location:</b>	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 0E8		
<b>Deadline:</b>	Feb 12, 2026		

### Job Summary:

Reporting to the Band Administrator, the Social Development Manager manages Income Assistance and Youth and Family child program services critical to assisting band members addressing various social and financial issues including but not limited to, unemployment, addictions, children and family matters, educational development, etc. Maintaining strong and positive working relationships with both internal and external resources is vital to delivering an effective service. The role will be responsible for the management of program budgets, preparation of reports and providing leadership in identifying service gaps and seeking working solutions for the social development team. The manager is required to be on call and prepared to perform front line work when required. It is essential that the manager works co-operatively and collaboratively with the Band Administrator and other program areas within the government (Council, administration, health programs, education, First Nation policing, natural resources, housing, Footprints, etc.)

### Core Competencies:

- Supervision
- Empathy, patience listening
- Critical Thinking
- Strategic Thinking
- Crisis Management
- 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 Social Assistance and Child Family and Youth Services.
- Must build and maintain positive relationships with community, internal programs, and external agencies.
- Advocate community members to ensure their rights are protected and needs are met.
- Ensure clear documentation is completed and maintained.
- Plans for ensuring high risk families and youth are kept safe.
- Respond to or designate appropriate team members to be involved in all child abuse reports ensuring children are safe and families rights are protected according to protocols and practices in place.
- Prepare for coverage including long working hours and flexible weekend work.
- Provide clinical supervision and leadership to all team members.
- 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 Band Administrator as required to ensure they are fully informed on key issues.
- Assist community members with court actions pertaining to family and children's issues.
- Develop and maintain relationships with community knowledge keepers, seeking direction and guidance.
- Respond to crisis situations 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.
- Promoting family resolutions to their social assistance issues build on their strengths.
- Promote independence as opposed to dependence on social assistance services.
- Supervise staff performance reviews, leave requests, etc., according to personnel policy.
- Participate in PIB wide team, department, and social development program meetings.
- Participate actively in internal and external committees as required.
- Prepare reports to external fund providers as required ensuring all INAC policy and procedures are met.
- Ensure compliance with all internal band policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (AANDC, Indian Act, Privacy Act, etc.).
- Maintain strong positive relationships with Community Program areas and external agencies.
- Build capacity and decrease barriers.
- Represent PIB in all SD practices and processes and when sitting on external committees.
- Prepare and maintain work plans and budgets.
- Reporting on all funding sources as required to ensure continued support.

### **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.
- Financial, human resources and program management.

- An understanding of relevant legislation, policies, and procedures.
- An understanding of the roles and responsibilities of Management
- Cross cultural sensitivity and awareness and either have, or quickly develop, an awareness of the community and local families as well as a local, regional, and territorial awareness.
- Must have excellent computer skills.
- Must demonstrate tact, discretion and sound judgment while dealing with sensitive issues.

## **Qualifications/Requirements:**

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

- Degree in Business Administration, Social Work, Child and Youth Care, or a related discipline.
- An equivalent combination of relevant education, professional training, and extensive work experience can also be considered.

### **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.
- Criminal Record Check (including vulnerable sector)

### **Minimum Level of Experience**

- Experience in the Provincial MCFD.
- 3-5 years working in a social development environment in a supervisory capacity.

## **Assets:**

- Prior experience in working with MCFD, INAC.
- Applicants in possession of Degree in social services will receive preferential consideration.
- Knowledge in Xyntax;
- An understanding of the Syilx cultural and community environment would be an asset.

## **Working Conditions:**

- Busy, multi-location working environment, including offices, court, community member homes, etc.
- Constant time pressures to organize and meet deadlines.
- 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.

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](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.*