

KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

NOTICE

**Income Security Cheques for DECEMBER
to be release on**

WEDNESDAY NOVEMBER 29, 2023

Recipients will continue to receive direct
bank deposits.

BAND OFFICE

8:30 A.M. to 4:30 P.M.

Income Security cheques will be release for

1 DAY ON NOVEMBER 29, 2023



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PRE-EMPLOYMENT SERVICES

The Kitigan Zibi Pre- Employment Services is designed to assist community members on Social Assistance within the community to find meaningful employment/educational opportunities. The eligible ages are 18-64, and participants must be employable.

The program is designed to assist clients to break barriers in their life, and become good employees through one on one counseling and workshops that include a monetary incentive for attending. In the past, the program also included paid trainings.

If you are interested in this program, please contact me as soon as possible to apply.

Jerrie Lea Printup

(819) 449-5170 ext. 1402



Kà-Nàgadawenindamodjig Aki, Nibì ashidj Awesìnzag

Land, Water and Animals Advisory Committee

313 Fafard St. Maniwaki Quebec, J9E-3B1

819-449-5170 ext:9025

November 21, 2023

“New Date”

Surviving on the Land

LWAAC are inviting you all to join them on the land for a workshop on “Surviving on the Land”.

Join us at our KZA cabin for a workshop on how to build a shelter out of what is found in nature and any supplies on hand, this workshop will show you how to build a shelter on the land as means of survival.

Also, some ***moose hair tufting***, enjoy some ***bannock with syrup or jams***, and ***some language games***.

Date: Saturday, December 2, 2023

Starting at: 11:00 am

Location: KZA cabin

Transportation can be made available.

Feel free to contact me, Mariette Buckshot, Interim coordinator for the Land, Water and Animals Advisory Committee at:

819-449-5170 ext.: 9025

buckshot.mariette@gmail.com

***PRESENTATION ON
NEGOTIATIONS FOR MOOSE
HUNTING IN LA VERENDRY
PARK***

**FOR COMMUNITY MEMBERS OF KITIGAN ZIBI
ANISHNABEG**

WHEN

NOVEMBER 23, 2023

WHERE

Cultural Center

54 Makwa Mikan

6 pm to 9 pm

Refreshement will be provided

***For more information please contact, Robin Cayer
Negociations Coordinator
coordinator@aantc-ctnaa.ca***

Carleton - Kitigan Zibi Community Mapping Meet & Greet

Everyone welcome!

*Lunch will be provided, please RSVP to Macho Commonda at
PhilipCommonda@cunet.carleton.ca*

When: December 1, 2023, 12:00 to 2:00 pm

Where: Kitigan Zibi Cultural Centre

After getting approval from the Chief and Council, Carleton University researchers Brenda Vellino (English) and Derek Smith (Geography and Environmental Studies) warmly invite interested community members to a lunch-time workshop at the Cultural Centre to meet us and learn about possibilities for a community-based mapping project that centres relationships with the land and preserves place-based language and cultural memory.

Have you ever wondered what a map of Kitigan Zibi made by the community would look like? In other parts of Canada, maps made by Indigenous communities show there is a lot missing from official government maps. For example, most maps are made without considering traditional knowledge or Indigenous place names. How might local knowledge change the kinds of stories maps tell about Algonquin territory?

We are seeking initial community member input, feedback, and guidance on the methods, priorities, and approaches such a mapping project could take. We have beautiful map examples to inspire the conversation from other Indigenous mapping projects. We are also seeking interested community members as possible volunteer participants in the project which is to be determined according to community input and with the principles of community design, ownership, access, control, and possession in place.



This image comes from a map of the Mi'kmaq Territory. It is an example of a map made from an Indigenous perspective, published by the Native Council of Nova Scotia.



Job Posting

EMPLOYMENT DEVELOPMENT OFFICER

Montréal ETSC

The Employment Development Officer assists Indigenous clients in obtaining sustainable employment. To do so, the incumbent consults the clients, businesses and organizations to identify their employment needs. They are proactive in establishing various socio-economic partnerships and attend meetings of the various committees. They find the necessary resources and develop and use the relevant tools to promote the employability of their clients.

- Do you want to work for an organization whose mission is the personal and professional development of First Nations?
- You can easily build relationships with potential employers to create job opportunities and enjoy participating in networking events
- Your communication and interpersonal skills are your greatest assets, and you can establish a work structure that allows for lasting collaborations?
- You are diplomatic, a good listener, autonomous, discreet and punctual, and you possess the necessary people skills to raise employers' awareness of Indigenous realities?
- You may lack experience, but you have a degree in communication, social work, or another relevant field, and you would like to get your career off to a good start?

If so, come and discover our engaging organizational culture! Do not miss this opportunity and send your résumé before **December 4, 2023**, to: rh@cdrhpnq.qc.ca.

| | |
|---------------------------|---|
| Salary conditions: | According to salary scale, 35-hour week |
| Mandate duration: | Permanent |
| Workplace: | 1090 rue de l'Église, bureau 202, Verdun (Québec), H4G 2N5 (with occasional travels) |

With equal qualifications, priority will be given to First Nations.

For more information, please contact the Human Resources Department at rh@cdrhpnq.qc.ca.

The First Nations Human Resources Development Commission of Quebec (FNHRDCQ) plays a leading role in the personal and professional success of the Indigenous workforce in Quebec. We are the experts in First Nations employability, and we accomplish our mission through a vast network of 31 Employment and Training Service Centres (ETSCs) across Quebec.

Offer of employment

Customer Service jobs for Indigenous peoples

As part of initiatives to promote inclusion and diversity, we strongly encourage people who identify as Indigenous to apply to work at National Bank. This job listing is reserved for people who identify themselves as such.

"Indigenous Peoples" is a collective name for the original peoples of North America and their descendants. This includes First Nations, Métis, and Inuit.

Working in customer service at one of National Bank's call centres, you'll support clients with their financial needs and help them use our electronic solutions. Come and thrive in a fast-paced and stimulating environment, in a full-time career that offers you numerous benefits.

We'll be starting to hire for the new cohorts in January!

If you wish to apply follow the instructions at the end of page 2 and we will contact you via email. If you have any questions, feel free to contact our Recruitment colleagues Christina Chan (christinab.chan@bnc.ca) and/or Simon Beaulieu (simonx.beaulieu@bnc.ca).

Your compensation

The salary is between \$21.50 and \$23.50/hour depending on the position. Evening and weekend premiums may apply. We also offer a program to reimburse tuition fees.

Your role

We offer numerous job opportunities at our Client Contact Centres located in downtown Montreal and in Sherbrooke. Depending on your skills, availability, and interests, our recruitment team will guide you towards the best job option for you.

When you join our team, your main responsibilities will be to:

- Take calls from clients
- Assess their banking and financial needs
- Guide them towards the most suitable solution

Your schedule:

Your work schedule is variable, and you'll receive your schedule three weeks in advance. You must be available to work during the daytime, evenings, and weekends.

Your team

You will collaborate with colleagues who value passionate people and bold ideas. You'll be part of a team that helps clients achieve their goals and you can always count on your colleagues to share their knowledge with you.

Training and development

Several options will be available to you: advance in your role, evolve in your sector, and more! You'll have many choices because we encourage internal professional development. You will start with your cohort

among our teams in January 2024 with an in-person training program lasting 3 to 4 months. Your on-the-job training will focus on how to help clients over the phone, and you'll be supported by a trainer.

Prerequisites

- High school diploma or equivalent
- Customer service experience
- Ability to establish strong relationships with clients

Your benefits

In addition to competitive compensation, upon hiring you'll be eligible for a wide range of flexible benefits to help promote your wellbeing and that of your family.

- Health and wellness program, including many options
- Flexible group insurance
- Generous pension plan
- Employee Share Ownership Plan
- Employee and Family Assistance Program
- Preferential banking services
- Initiatives promoting community involvement
- Telemedicine service
- Virtual sleep clinic

These are a few of the benefits available to you. We have an offer that keeps up with trends as well as your needs and those of your family.

Our dynamic work environments and cutting-edge collaboration tools foster a positive employee experience. We actively listen to employees' ideas. Whether through our surveys or programs, regular feedback and ongoing communication is encouraged.

We're putting people first

We're a bank on a human scale that stands out for its courage, entrepreneurial culture, and passion for people. Our mission is to have a positive impact on peoples' lives.

Our core values of partnership, agility, and empowerment inspire us, and inclusivity is central to our commitments. We offer a barrier-free workplace that is accessible to all employees.

We want our recruitment process to be fully accessible. If you require accommodations, feel free to let us know during your first conversations with us.

We welcome all candidates! What can you bring to our team?

Ready to live your ambitions?

How to apply ?

1. Go to jobs.nbc.ca
2. On the homepage, in the Keywords field, enter: **Indigenous peoples**

JOB OPPORTUNITY-1st Posting

POSITION: Wazoson Janitorial Support Worker

LOCATION: Wazoson Daycare 38 Paganakomin Mikan

TERM: 37.5 hours per week. Indeterminate position

Start Date: As soon as possible.

SALARY: \$17.85 - 19.61 per hour
As per Kitigan Zibi Education Sector Salary Scale.

PREAMBLE:

Under the supervision of the Wazoson Coordinator, the Wazoson Support Worker is responsible to assist in the delivery of a quality early childhood education program to all children attending the centre.

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements; please submit your **covering letter, updated resume, proof of education/copies of diplomas and 3 work references** to the attention of Anita Stevens at the KZES Admin Office situated at 37 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1 **by Thursday November 30, 2023 at 4:00pm (EST).**

Contact information:

Email: anita.stevens@kza.qc.ca

Fax: 819-449-5570

Phone: 819-449-1798

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Incomplete applications will not be granted an interview.

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance to the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.

| GENERAL INFORMATION | |
|--|--|
| Job Title | Wazon Janitorial Support Worker |
| Category | Technical |
| Sector | Kitigan Zibi Education Sector (KZES) |
| Location | Wazon |
| Terms | Indeterminate Position |
| Hours | 37.5 hours per week. Monday to Friday |
| Salary | \$17.85 - 19.61 per hour (As per KZES salary scale) |
| Immediate supervisor | Wazon Coordinator |
| Date of job description | Nov 2023 |
| JOB SUMMARY | |
| <p>Under the Supervision of the Wazon Coordinator, the Wazon Support Worker assists in the provision of a quality early childhood program to all children attending the Wazon centre. The Janitorial support worker is responsible to ensure that assigned areas are cleaned in accordance to schedules and deadlines. The</p> | |
| RESPONSIBILITIES | KEY DUTIES |
| Clean and disinfect assigned areas in accordance to schedules and deadlines. | <ul style="list-style-type: none"> Follows a weekly cleaning schedule to clean, disinfect and sanitize the Wazon Daycare building according to infection prevention and control principles and procedures. Clean up after the afternoon snack |
| Assist in opening the daycare in the morning | <ul style="list-style-type: none"> Assist in preparing for the morning program Greet children and parents as they arrive Assist in preparing children to get ready and on the morning school bus |
| Assist with giving staff breaks | <ul style="list-style-type: none"> Work with different age groups while giving staff 15 minute breaks and lunch breaks |
| Assists with the Development and implementation of a culturally based early childhood education program | <ul style="list-style-type: none"> Assists in the Implementation of a quality instructional services that allow for the growth and development of the children in the program; Follows weekly programming prepared by the Educator and/or Coordinator; Communicates daily with parents on their child's development, programming, upcoming events, changes; Maintains a safe environment in assigned rooms that are organized and adheres to safety standards; Maintains learning centres that aid in child development and fosters learning and follows rotation schedules; Follows age appropriate early childhood education programming that address the physical, emotional and mental capacity of each child; Fosters a learning environment that positive, nurturing, and age |

| | |
|--|--|
| | <ul style="list-style-type: none"> appropriate to meet the needs of each child; Adheres to established Wazoson policies and procedures for behaviour management; Prepares material resources required for programming. |
| Child assessment and evaluation | <ul style="list-style-type: none"> Under the supervision of the Wazoson Coordinator, assists in charting and maintaining files on each child registered in group that include health issues/concerns, allergies, attendance; Communicates with Coordinator, parents and or legal guardians on child progress in Wazoson; |
| ACCOUNTABILITY | |
| | <ul style="list-style-type: none"> Abides by all KZA/KZES/Wazoson Policies including: KZES Policies and Procedures Manual The KZA Human Resource Manual KZA Code of Ethics KZA Oath of Confidentiality |

| | |
|------------------------------------|--|
| WORKING RELATIONSHIPS | |
| Interpersonal Relationships | <ul style="list-style-type: none"> Establishes and maintains positive and respectful working relationships with coworkers, clients, community members and partners. Excellent communication with all staff, parents and families using excellent written and verbal skills; Strong interpersonal skills and service oriented. |
| Team Work | <ul style="list-style-type: none"> Works collaboratively as a team and independently as required; Participates in Wazoson staff meetings; Understands personal limitations and seeks advice when necessary. |
| Negotiations | <ul style="list-style-type: none"> Not applicable |
| Training | <ul style="list-style-type: none"> Attends professional development workshops as required; Attends workplace safety training and exercises as required. (WHMIS, CPR/First Aid for children, Food Handling); Available and willing to travel for training purposes if necessary. |

| | |
|-----------------------------------|---|
| ENVIRONMENTAL FACTORS | |
| Deadlines | <ul style="list-style-type: none"> Meets work objectives within established time frames; Manages time effectively; |
| Mental and Physical Effort | <ul style="list-style-type: none"> Manages medium level stress and multi-tasks daily; Uses proper techniques to carry or lift heavy objects and children; Mental alertness to changing situations; |

| | |
|----------------------------|--|
| | <ul style="list-style-type: none"> • Strong cognitive ability for childcare and ensuring minimal needs; • Strong interpersonal mental health; • Mental caliber to withstand or support possible emotionally-charged situations. |
| Working Conditions | <ul style="list-style-type: none"> • Mainly Indoors and Centre based; • The employee will go on walks with children and do outdoor activities weather permitting. |
| Cultural competency | <ul style="list-style-type: none"> • Knowledge and awareness of Kitigan Zibi culture, language and community. |

| QUALIFICATIONS REQUIRED | |
|--|--|
| Education and Experience | <ul style="list-style-type: none"> • Courses in Early Childhood Education from a recognized post secondary institution preferred OR a minimum of two years experience working with children ages 0-6. |
| Skills and Knowledge | <ul style="list-style-type: none"> • Oral fluency in reading and writing in English mandatory; • Willing and able to work flexible hours as required; • Ability to be objective towards child assessments; • Trustworthy, discreet and able to maintain confidentiality; • Punctual and reliable with low absenteeism; • Ability to work independently without close supervision; • Computer literate and ability to operate office machinery; |
| Conditions of employment require the candidate to maintain these licences/certification throughout employment | <ul style="list-style-type: none"> • No criminal conviction related to the field of work and must be able to maintain throughout employment; • Must provide medical certificate of good health conducive to the work; • Valid First Aid and CPR Training Certification for child and infants or ability to acquire training within three months of hired and maintain certification; • Must follow all safety precautions and protocols; • Must be flexible to shift changes • Legally able to work in Canada. |
| Assets | <ul style="list-style-type: none"> • Ability to communicate in Algonquin and/or French an asset. |



Early Childhood Week
Nov 20-24, 2023
National Day of the Child Nov 20th



In Celebration of Early Childhood Week
the Odekan Headstart program will be doing
some draws for gift cards/prizes.
For children 0-6yrs

Send in a photo of what you are doing to
celebrate early childhood week with your
child(ren). Please include there Name, Age,
Phone number.

Drop off at the Odekan Headstart building or
email to katrina.whiteduck@kza.qc.ca or send
in FB messenger to Katrina Whiteduck

DEADLINE NOV 29, 2023

Odekan Headstart

November/December

Holiday Events

For Children 0-6yrs

Monday Nov 27

Family Photo Sessions with Alice Beaudoin

Light Snacks / Upstairs at the Hall 9AM-6PM

*Call Odekan 819-449-2702 to RESERVE your spot,
STARTING FRIDAY NOV 24 @ 9am

Wednesday Dec 6

Rays Reptiles - Diversity of living things show

5:30-6:30pm - Show - Upstairs at the Hall

Light Supper for the first 100 people 4:30-5:30pm

Tuesday Dec 12

FunnyBoom Bouncy Houses

Pizza Supper for the first 70 people

Upstairs at the Hall 4:30-7pm

Wednesday Dec 20

Spaghetti Supper for the first 70 people

Cupcake Decorating / Face Painting / Xmas Crafts

Upstairs at the Hall 4:30-6:30pm

Not a DROP OFF event. Parent/Child oriented
activities. Any questions please Call Katrina
@Odekan 819-449-2702



ODEKAN BABY CONGRATULATIONS!



**Kwenaadj Emma-Jo
Jerome**

**Proud Parents
Tamera McGregor
&
Shawn Jerome**

**November 3, 2023
7lbs 3oz
41cm**



WE INVITE YOU TO THE

Asekewin Hide Camp #2

Led by:
Tammy Cote

**Frost
Scrape**

November

Monday, November 27, 2023

Tuesday, November 28, 2023

9:00 am to 3:00 pm Daily



KZ Cultural Centre



FREE workshop



**Participants will learn how to
Frost Scrape**



**Remember to dress for the
weather**

FOR MORE INFORMATION:

Call Steph at the Cultural Centre (819) 441-1655



November 23, 2023

JOB OPPORTUNITY-2nd Posting

POSITION: Youth Wellness Worker
LOCATION: Ode Widokazowin Child and Family Services
WORK SCHEDULE: 35 hours a week. Varied Schedule
TERM: Indeterminate
SALARY: Level 4, Range based on work experience
(\$47,206.97 – 59,056.81)

Summary:

The Youth Wellness Worker (YWW) coordinates and delivers culturally appropriate programs and activities that promote positive parent-child interaction, fosters parental competence and problem solving skills, and empowers youth to engage in pro-social behaviour to make positive life choices. The YWW is a member of the KZHSS Child and Family Services Team.

Application Requirements:

If you are interested in applying for the position and are able to demonstrate that you meet the mandatory basic requirements, please present the following: cover letter, updated resume, proof of education/training, and contact information for 3 references to the attention of **Dawn Cayer, KZHSS Executive Assistant** at 8 Kikinamage Mikan, PO Box 160, Maniwaki, Quebec J9E 3B4 by **Friday, December 8, 2023 at 4:00 p.m. (EST)** or email to dawn.cayer@kza.qc.ca

Information Contact :

Celine Brazeau, KZHSS Director
819-449-5593 ext. 2002

Second Posting: Open to other First Nations in accordance with the Kitigan Zibi Anishinabeg's Staffing, Recruitment, and Retention Policy.

Interviews will be conducted. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. A screening process will be conducted, followed by interviews. Validation may be made of your credentials and references including Social Networking sites. To ensure fairness, all applications will be assessed without conflict of interest.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Youth Wellness Worker Job Description

GENERAL INFORMATION

Job Title : Youth Wellness Worker
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Òde Widòkàzowin
315 Fafard Street, Maniwaki, Quebec
Terms : Full Time–Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale
Level 4
in accordance with the *KZA Salary Scales*
Immediate Supervisor : Child and Family Services Coordinator
Date of Job Description : August 2023

KZHSS MISSION STATEMENT

Kitigan Zibi Health and Social Services offers a safe, equitable, and quality current service practice with qualified community professionals to encourage Kitigan Zibi Anishinabeg community members to take charge of their own health.

CLIENT SERVICE RESULTS

The Youth Wellness Worker (YWW) coordinates and delivers culturally appropriate programs and activities that promote positive parent-child interaction, fosters parental competence and problem solving, and empowers youth to engage in pro-social behaviour and make positive life choices. The YWW is a member of the KZHSS Child and Family Services team.

KEY DUTIES

- Coordinates, facilitates, and monitors the overall delivery of social, cultural, prevention, and leadership activities, programs and education workshops (e.g. conflict resolution, anger management) using various multi-media methods, land based, in individual/group settings. Ensures activity logistics are properly attended to (e.g. contacting of volunteers, availability and access to buildings/sites, ensuring safe and sanitary premises of facilities).
- Develops, maintains, and monitors personalized individualized plans: on-going assessments, mentoring, identifying at-risk behaviour, making referrals;
- Knowledge transfer of well researched/reviewed and presented pertinent public education materials, inventory of youth material resources.
- Drafting of annual reports, annual work plans addressing program goals/objectives, and regular activity evaluation summaries
- Assists and makes recommendations to the Child and Family Services Coordinator regarding program evaluations, proposal development and implementation, program planning (e.g. a planned calendar of events and associated costs), purchase of future program resources and the inventory/control of existing program materials.

| KNOWLEDGE AND SKILLS | |
|----------------------|---|
| | <ul style="list-style-type: none"> Organizational skills to coordinate logistics of individual and group activities, and to secure material and human resources (e.g. professionals, participants and volunteers). Mentoring, facilitation, motivational skills that encourage youths to cultivate healthy habits and make positive life choices. Communication strategies (both formal and informal) and innovative approaches when dealing with youth issues that are sensitive and/or delicate (eg. trauma, abuse, addictions, etc). Knowledge of professional standards as outlined by the <i>Act Respecting Health and Social Services of Quebec</i>, disclosure regulations and other pertinent provincial and federal rules and regulations particularly when working with youth. Emerging trends, developments and leading practices that advocate healthy lifestyles, emotional intelligence and practical life skills Knowledge of KZA/KZHSS policies, including KZHSS Policies and Procedures Manual, KZA Human Resources Manual, and KZA Code of Ethics, KZHSS Professional Code of Ethics. |

| CONTACTS | |
|----------|---|
| | <ul style="list-style-type: none"> Network with the Family Wellness Worker, Addictions Counsellors, Mental Health Workers and the Life Skills Coach in a "best approach" context. Establish and maintain a working relationships with community resources: consults with elders for cultural and traditional support, parents, and other community groups. Works in partnership with other Aboriginal communities to promote team-spirit and wellness. |

| MANAGERIAL/SUPERVISORY | |
|------------------------|---|
| Human Resources: | <ul style="list-style-type: none"> May be required to recruit volunteers, provide them with technical expertise, and oversee their activities. |
| Financial Resources: | Not applicable in this position. |
| Material Resources: | <ul style="list-style-type: none"> Responsible to monitor and maintain activity materials |

| ENVIRONMENTAL FACTORS | |
|------------------------------------|--|
| Psychological and Physical Effort: | <ul style="list-style-type: none"> has access to sensitive information, must respect professional guidelines regarding client/family confidentiality. |
| Working Conditions: | <ul style="list-style-type: none"> works mainly within an office setting; May be required to work outdoors and onsite for cultural activities or events. may be required to make home visits; |

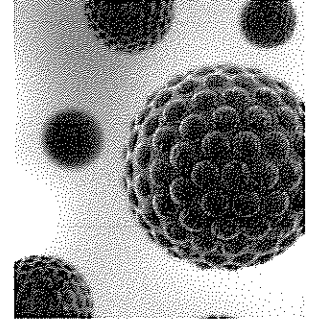
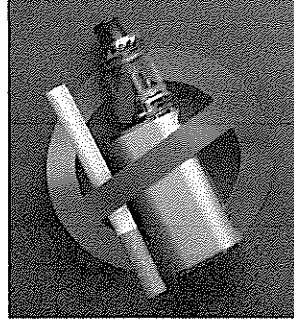
| INCUMBENT QUALIFICATIONS | |
|--------------------------|--|
| Education and Experience | <ul style="list-style-type: none"> College diploma or university in human services 1 year work experience in a related field |
| INCUMBENT COMPETENCIES | |
| Knowledge: | <ul style="list-style-type: none"> Knowledge and awareness and the KZA culture and community. |
| Abilities: | <ul style="list-style-type: none"> Research, analytical, and decision-making skills. Planning, organization and coordination skills. Monitoring and reporting skills. |

| | |
|---|--|
| | <ul style="list-style-type: none"> ▪ Ability to develop and deliver presentations. ▪ Ability to communicate orally and in writing. ▪ Ability to manage volunteers. ▪ Ability to plan and manage projects. |
| Personal Suitability: | <ul style="list-style-type: none"> ▪ Discretion, diplomacy, and confidentiality ▪ Reliability ▪ Mental caliber to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders. |
| Certification/Licenses to maintain for duration of employment: | <ul style="list-style-type: none"> ▪ Valid driver's license for the duration of employment. (An employee must have three years driving experience and be the age of 21 in order to be an insured driver with a band vehicle) ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment ▪ Medical certificate of good health if considered for the position ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired. ▪ Must follow all safety precautions and protocols. |

| EMPLOYEE/SUPERVISOR SIGNATURES | |
|--|-----------------------|
| <p>I CERTIFY THAT I HAVE READ, UNDERSTOOD AND ACCEPT THE RESPONSIBILITIES ASSIGNED TO THIS POSITION.</p> | |
| <p>_____ EMPLOYEE SIGNATURE</p> | <p>_____ DATE</p> |
| <p>I certify that this job description is an accurate description of the responsibilities assigned to this position. I approve the delegation of responsibilities outlined herein, within the context of the attached organizational chart.</p> | |
| <p>_____ SUPERVISOR SIGNATURE</p> | <p>_____ DATE</p> |
| <p><i>The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Additional related duties and responsibilities may be assigned if deemed necessary.</i></p> | |



THE CANADIAN DENTAL
HYGIENISTS ASSOCIATION
L'ASSOCIATION CANADIENNE
DES HYGIÉNISTES DENTAIRES



Oral and Oropharyngeal (back of mouth) Cancers Are on the Rise in Canada

The Canadian Cancer Society estimated in 2022 that¹:

- Approximately 7,500 Canadians would be diagnosed with head and neck cancer
- Approximately 2,100 Canadians would die of head and neck cancer
- Approximately twice as many men as women would be diagnosed with head and neck cancer

Reduce Your Risks

- Limit alcohol consumption to 2 or fewer standard drinks per week; follow Canada's updated guidelines for safe alcohol consumption.²
- Do not use tobacco or vaping products. Your dental hygienist can help you quit by offering tobacco cessation strategies during your next appointment.
- Protect yourself from human papillomavirus (HPV) infections by getting vaccinated. HPV DNA has been identified in two-thirds of oropharyngeal cancers. Vaccination is your greatest defence!
- Protect your lips from the sun by limiting exposure and wearing SPF-containing lip balm when outside.
- Make healthy food choices. Consult *Canada's Food Guide* for more information.³
- Visit your dental hygienist regularly. Dental hygienists can recognize abnormal tissue changes and will refer you to a specialist for follow-up. Oral and oropharyngeal cancers, if caught early, can be treated.

Signs and Symptoms

- Changes to the colour of your gums, cheeks or tongue
- Mouth lumps, bumps or sores that do not heal within 14 days
- Persistent sore throat or cough or a change in your voice
- Difficulty swallowing or a feeling that something is stuck in your throat
- Lumps in the neck (even those that don't bother you)
- Mouth or ear pain in combination with any of the other symptoms listed

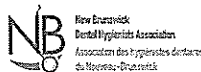
References

1. Canadian Cancer Society. Head and Neck Cancer Statistics [Internet]. Reviewed May 2022. Available from: cancer.ca/en/cancer-information/cancer-types/oral/statistics
2. Paradis C, Butt P, Shield K, Poole N, Wells S, Naimi T, Sherk A, and the Low-Risk Alcohol Drinking Guidelines Scientific Expert Panels. *Canada's guidance on alcohol and health: final report*. Ottawa (ON): Canadian Centre on Substance Use and Addiction; 2023.
3. Government of Canada. Canada's Food Guide [Internet]. Reviewed June 2023. Available from: food-guide.canada.ca/en/



DENTAL
HYGIENE
CANADA.CA

Visit dentalhygienecanada.ca/oralcancer today!

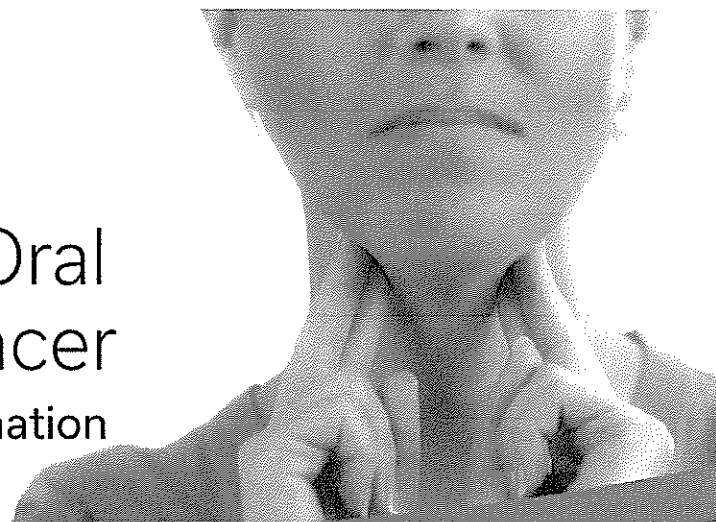




THE CANADIAN DENTAL
HYGIENISTS ASSOCIATION
L'ASSOCIATION CANADIENNE
DES HYGIÉNISTES DENTAIRES

Reduce Your Risk of Oral & Oropharyngeal Cancer

A Guide to Self-Examination



Oral and oropharyngeal (back of mouth) cancer is often not noticed in its early stages because it can develop without pain or symptoms. If the cancer is detected early, and before it has spread to other tissues, the 5-year survival rate is almost 90%. That's why professional oral cancer screenings coupled with regular at-home oral self-examinations are so important. We all have a role to play in protecting our overall health!

10 STEPS TO REDUCE YOUR RISK

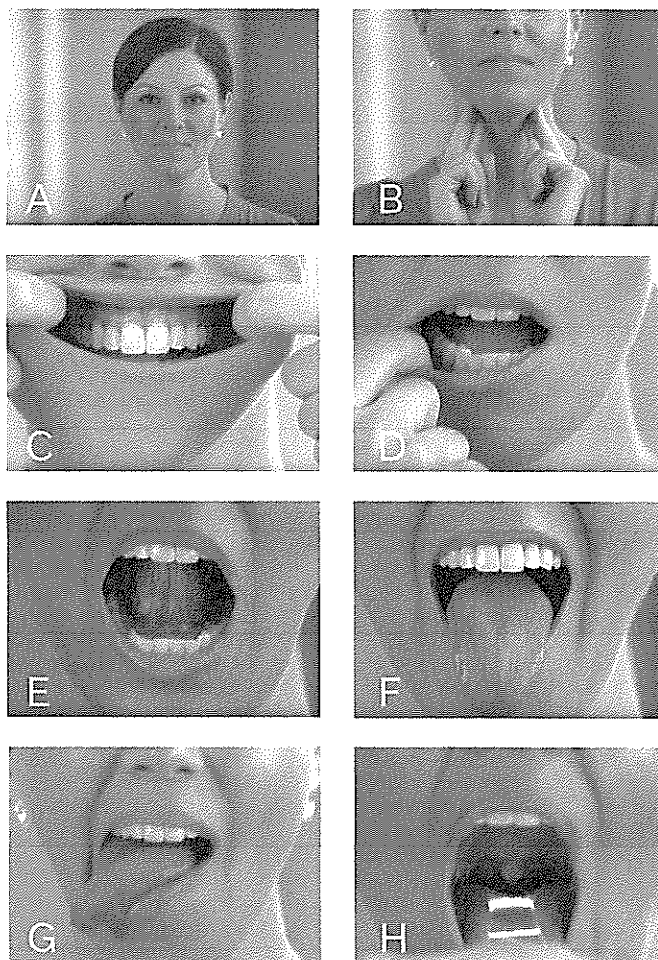
1. Stop using vaping and tobacco products
2. Follow Canada's updated guidelines for safe alcohol consumption¹
3. Avoid consuming alcohol while using tobacco products
4. Consider getting the HPV vaccination for young boys and girls, ideally before they become sexually active
5. Talk to your health care provider to see if HPV vaccination is right for you
6. Practice safe sex and limit your number of sexual partners to reduce the risk of HPV infection
7. Eat a well-balanced diet
8. Avoid unprotected exposure to the sun
9. Schedule regular dental hygiene appointments that include head and neck examinations and oral cancer screenings
10. Perform regular oral self-examinations between dental hygiene appointments



ORAL-EXAMINATION IS EASIER THAN YOU THINK!²

- A. Wash your hands. Stand in front of a mirror and examine your face and neck. Examine the skin on your face and along your hairline for moles, growths, sores or any change in colour or size of an existing mole.
- B. Next, using your fingertips, check for growths or changes in skin texture, swelling or lumps that occur only on one side of your face or neck. Then, check under your jawbone from ear to chin, down the muscle that runs each side of your neck, and inside your collarbone.
- C. Remove any oral appliances or dentures and examine the inside of your mouth. Lift your upper lip, examining the gums and inside of the lip for any colour change or sores. Feel along the lip for lumps or changes in the tissue texture. Repeat for the lower lip.
- D. Examine the inside of your cheeks for red or white patches. Check for texture changes, swelling, hardness or tenderness.
- E. The tongue is a high-risk area for oral cancer. First, lift your tongue so that it touches the roof of your mouth. Examine the floor of your mouth and the underside of your tongue. Feel for swelling or hardness and look for colour or texture changes.
- F. Next, stick your tongue straight out as far as it will go. Examine the surface as far back as you can see for swelling, hardness or colour changes. This is best accomplished by compressing your fingertips on top of the tongue with your thumb underneath the tongue.
- G. Move your tongue to the right and left. It should move freely and evenly from side to side. Note any limitation in movement. Feel each side of the tongue for lumps or hard spots and look for any colour or texture changes.
- H. Open your mouth as wide as possible to see any colour or texture change on the roof of your mouth. Check the surface for lumps or swelling. With your mouth still open, take a deep breath in and say "aah". Examine your throat for signs of texture or colour change. This area may appear quite red simply due to allergies or even mouth breathing. Pay attention to persistent or recurring throat infections.

If you do find something that does not appear normal, does not have a known cause, and does not heal or go away in 14 days, visit your dental hygienist for an oral cancer examination.



For more information,
visit [checkyourmouth.org](https://www.checkyourmouth.org)



References

1. Paradis C, Butt P, Shield K, Poole N, Wells S, Naimi T, Sherk A, and the Low-Risk Alcohol Drinking Guidelines Scientific Expert Panels. *Canada's guidance on alcohol and health: final report*. Ottawa (ON): Canadian Centre on Substance Use and Addiction; 2023.
2. The Oral Cancer Foundation. Check Your Mouth™ Self-Discovery Exam [Internet]. ©2022. Available from: www.checkyourmouth.org



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CHRISTMAS IS AROUND THE CORNER.

PARENTS & CHILDREN SANTA CLAUSE
NEEDS YOUR HELP ! FILL OUT THE
FORM ON THE BACK OF THIS FLYER IF
YOU WOULD LIKE YOUR CHILD/REN TO
RECEIVE A GIFT. RETURN TO KZHSS
BY NOVEMBER 24, 2023



RETURN TO KZHSS BY NOVEMBER 24, 2023

CHRISTMAS WISHLIST

Ages 0 to 17

NAME: _____

PHONE NUMBER : _____

Age & SEX: _____

KZA Community Address:

What would I like to have
from Santa: _____

This year the parent/guardian are asked to fill this form out with their child/ren in order to have your child receive a gift from Santa. Please fill out for each of your children and drop off at KZHSS. Deadline to hand in is **November 24, 2023**. Extra forms can be located at Òde Widòkàzòwin & KZHSS.



Thank You, Migwech

Once again the Community came together and I would like to take this opportunity to thank those of you who lent support and participated in the search:

Raymond Groulx, Maurice Racine,
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acknowledge the support from the SQ,
KZPD and SAR Outaouais.
I apologize if I forgot to mention anyone
however do know that your support is
appreciated.

Celine Brazeau



**MANIWAKI NATIVE
FRIENDSHIP CENTRE
CENTRE D'AMITIÉ
AUTOCHTONE DE MANIWAKI**

MANIWAKI HOSPITAL



Karelle Vachon, RN

PATIENT NAVIGATOR FOR INDIGENOUS MEMBERS

**If you are an Indigenous person
who requires support and
assistance at the Maniwaki
hospital you can request to see**

**Karelle at the hospital from
8:30-4:00 - Monday to Friday.**

**karelle.navigators@maniwakinfc.ca
or by phone
(819) 215-7161.**

**Si vous êtes une personne autochtone qui
nécessite de l'aide pendant votre visite à
l'hôpital de Maniwaki, vous pouvez demander
de voir**

**Karelle de 8h00 à 16h00 du lundi au vendredi
en demandant à l'équipe de soin de l'hôpital,
via un appel ou texto au**

819-215-7161,

ou

via courriel au

karelle.navigators@maniwakinfc.ca.



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270, des Oblats, Maniwaki

WEDNESDAY to FRIDAY 12 pm – 7 pm

Menu for takeout or delivery

Club sandwich with fries13,25
Hamburger steak with fries 14,99
Chicken wrap with fries..... 12,99
Hot chicken with fries 12,99
Cheeseburger 7,50
Hamburger 6,75
Chicken Burger 5,99
Smoked meat with fries 14,99
Smoked meat poutine11,50
Fries Small 4,25..... Large 7,95
Poutine Small 6,75..... Large 11,25
Family size Poutine 18,95

Beef and onion poutine..... 11,95
Pogo poutine 7,95
Hot dog Poutine 7,95
Onion rings.....8\$
Cheese sticks4 for 7\$ 6 for 9\$
Pop corn chicken..... 8,50
Chicken fingers with fries11,25
10 chicken nuggets with fries11,99
Chicken wings....6 for 7,50 12 for \$15
Hot dog.....\$3 Pogo \$3
Softdrink.....2\$
Dessert3\$

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for contests, latest news and more!!

See you soon!!

Lorraine & Luc :)