



## **KITIGAN ZIBI ANISHINABEG**

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

November 29<sup>th</sup>, 2023

# **Community Band Meeting**

Kwey Kitigan Zibi Anishinabeg,

Please take note the next Community Band Meeting scheduled for this Saturday will be postponed until December 16th, 2023.

If you have any questions or concerns, please do not hesitate to reach out to myself or any Band Councillor.

Chief Dylan Whiteduck  
Kitigan Zibi Anishinabeg



## KITIGAN ZIBI ANISHINABEG

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

Wednesday, November 29, 2023

Kwey Kitigan Zibi Anishinabeg Members:

### **This is a Special Announcement**

Please be advised our KZA band council has met to discuss and offer a one-time holiday per capita disbursement to assist in offsetting inflation and to be able to enjoy the holidays with your families.

Here are the following amounts for distribution:

1- \$100.00 per band member under the age of eighteen (minor)

2- \$200.00 per band member over the age of eighteen

The minor band member disbursement will be paid to the parent or legal guardian or the other adult who has day-to-day care and responsibility of the minor(s);

KZA Council considers the holiday distribution a gift and will **not** be deducting 30% for past due accounts receivables.

In order to receive this one-time distribution, you must fill-in and submit an application form to the Community Services office, **with copy of ID** (adult and children), either by hand-deliver, mail-in or email to: [Holiday.2023@kza.qc.ca](mailto:Holiday.2023@kza.qc.ca) . The application form is attached.

**The deadline to apply is December 15, 2023, 11:59 PM.**

**You may drop off after hours in the black box or**

**Give directly to Ms. Tamara Tremblay**

**There will be no exceptions after this date.**



**KZA Community Services**

# Holiday Per Capita Distribution Application Form

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

BAND NO.: \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **CHILDREN:**

NAME: \_\_\_\_\_

DATE OF BIRTH (DOB): \_\_\_\_\_

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

SIGNATURE OF APPLICANT (PARENT): \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

In order to receive this one-time distribution, you must fill-in and submit an application form to the Community Services office, **with copy of ID** (adult and children), either by hand-deliver, mail-in or email to: [Holiday.2023@kza.qc.ca](mailto:Holiday.2023@kza.qc.ca)

You may drop off after hours in the black box or give directly to Ms. Tamara Tremblay

**The deadline to apply is December 15, 2023, 11:59 PM**

## **FOR DEPARTMENT USE:**

DATE RECEIVED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_





## KITIGAN ZIBI ANISHINABEG

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

Kwey Kakina,

My name is Tracey Tolley and I was recently hired as the Pre-Employment Support Case (replacement) Worker. For those who are not sure what the program is well let me tell you. It provides a full continuum of Pre-Employment delivery, among clientele aged 18-64 accessing Income Assistance. With the use of outreach, counselling and motivational strategies, complemented by financial incentives, the Pre-Employment Support Case Worker assists target clientele in a group/individual setting, to access pertinent/employment resources, develop work-related strategies and **secure** meaningful employment or obtain relevant skill training. Our office is located at the Band Office and can be reached at 819-449-5170 ext: 1402. Please do not hesitate to contact me for any questions or concerns. I look forward to working with the community.

Megwetch,

Tracey Tolley





## KITIGAN ZIBI ANISHINABEG

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

### KZA CASUAL EMPLOYMENT 2023

To: KZA Members:

From time to time, there is a need for the services of temporary staff to perform work in different areas within the various sectors of KZA, on a short term basis.

There is a list of Casual Employment, which is updated and renewed every fiscal year. An application form must be completed to be put on the list.

Should you wish your name to be added to our casual employment list, **please fill out the attached application form, and drop it off at the KZA Community Services Administration Office Reception. Kindly attach your most recent resume. Additional applications can also be picked up at the KZA Administration Office reception.**



(09-2017)

FOR OFFICE USE ONLY: Date Received: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Initials of Rep.: \_\_\_\_\_

APPLICANT INFORMATION			
SURNAME	FIRST NAME	BAND NUMBER <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
HOME ADDRESS		EMAIL ADDRESS	
MAILING ADDRESS		HOME PHONE NUMBER (   )   -	
CITY, PROVINCE		OTHER PHONE NUMBER (   )   -	
POSTAL CODE			
LANGUAGES	ENGLISH: <input type="checkbox"/> Spoken <input type="checkbox"/> Written <input type="checkbox"/> Some Fluency <input type="checkbox"/> Fluent	FRENCH <input type="checkbox"/> Spoken <input type="checkbox"/> Written <input type="checkbox"/> Some Fluency <input type="checkbox"/> Fluent	ALGONQUIN <input type="checkbox"/> Spoken <input type="checkbox"/> Written <input type="checkbox"/> Some Fluency <input type="checkbox"/> Fluent
DO YOU HAVE A VALID <i>QUEBEC</i> DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT CLASS: _____ IF NO, DO YOU HAVE A VALID DRIVER'S LICENSE FROM ANOTHER PROVINCE OR COUNTRY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE FROM WHERE: _____ HOW LONG HAVE YOU HAD A LICENSE? _____ years. DO YOU HAVE ACCESS TO A LEGALLY INSURED VEHICLE? <input type="checkbox"/> YES <input type="checkbox"/> NO DO YOU HAVE A VALID <i>QUEBEC</i> MEDICAL CARD? <input type="checkbox"/> YES <input type="checkbox"/> NO DO YOU HAVE A VALID First Aid Certificate? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>WHAT TYPE OF EMPLOYMENT ARE YOU SEEKING?</b> <input type="checkbox"/> RECEPTION <input type="checkbox"/> OFFICE SUPPORT <input type="checkbox"/> JANITORIAL <input type="checkbox"/> FLYER DELIVERY <input type="checkbox"/> CONSTRUCTION <small>(must complete the Construction Application Form)</small> <input type="checkbox"/> RESEARCH <input type="checkbox"/> LABOURER <input type="checkbox"/> FORESTRY <input type="checkbox"/> COOK <input type="checkbox"/> MEDICAL TRANSPORTATION <small>(submit a copy valid driver's license)</small> <input type="checkbox"/> WORKING WITH ELDERLY <input type="checkbox"/> WORKING WITH CHILDREN (SUBSTITUTE AT DAYCARE/SCHOOL) <input type="checkbox"/> OTHER, PLEASE SPECIFY: _____			
<b>ARE THERE ANY SPECIFIC SECTORS YOU ARE INTERESTED IN?</b> <input type="checkbox"/> BAND OFFICE <input type="checkbox"/> KZ FORESTRY <input type="checkbox"/> BAND GARAGE <input type="checkbox"/> KZ POLICE <input type="checkbox"/> KZ HEALTH CENTRE <input type="checkbox"/> ODE WIDOKAZOWIN <input type="checkbox"/> KZ EDUCATION ADMIN. <input type="checkbox"/> KZ SCHOOL <input type="checkbox"/> PAKINAWATIK/ODEKAN <input type="checkbox"/> WAZOSON <input type="checkbox"/> CULTURAL CENTRE <input type="checkbox"/> CKWE RADIO			
<b>TYPE OF POSITION(S) FOR WHICH AVAILABLE</b> <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SHIFT WORK <input type="checkbox"/> NIGHTS <input type="checkbox"/> WEEKENDS <input type="checkbox"/> IN SHORT NOTICE (WITHIN 30 MIN.)			<b>WHEN ARE YOU AVAILABLE TO BEGIN WORK?</b> <div style="text-align: right; margin-top: 10px;">       ____/____/____        Dd Mm Yy     </div>
<b>ARE YOU ABLE TO WORK A MODIFIED WORK SCHEDULE IF NEEDED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Nights <input type="checkbox"/> Weekends	<b>ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN CANADA?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ARE YOU WILLING TO TRAVEL, IF NEEDED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>WOULD YOU LIKE TO BE REFERRED TO A PRIVATE EMPLOYER?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>IF YES, PLEASE SPECIFY:</b> _____			<b>WOULD YOU LIKE TO BE REFERRED TO EXTERNAL EMPLOYERS (OFF RESERVE)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Local <input type="checkbox"/> Out of Town
<b>IF INTERESTED WORKING WITHIN THE K.Z.E.S., PLEASE CHECK WHICH POSITIONS.</b> <small>AND PLEASE NOTE: A CRIMINAL VERIFICATION CHECK IS REQUIRED BY THE K.Z.E.S. (IF HIRED AND RELEVANT)</small>			
<input type="checkbox"/> SUBSTITUTE TEACHER <input type="checkbox"/> SUBSTITUTE CLERK/ ADMINISTRATIVE SUPPORT <input type="checkbox"/> RECEPTIONIST <input type="checkbox"/> ALGONQUIN LANGUAGE TEACHER <input type="checkbox"/> LIGHT CLEANING/ ORGANIZATION WORK <input type="checkbox"/> CONSTRUCTION/REPAIRS <input type="checkbox"/> JANITORIAL WORK	<input type="checkbox"/> SUBSTITUTE CLASSROOM ASSISTANT <input type="checkbox"/> SOUND SYSTEM WORK <input type="checkbox"/> FRENCH LANGUAGE TEACHER <input type="checkbox"/> SUBSTITUTE ATTENDANT/ ONE TO ONE SUPPORT <input type="checkbox"/> EVENT SET UP/TAKE DOWN <input type="checkbox"/> DECORATING <input type="checkbox"/> PAINTING/PLASTERING	<input type="checkbox"/> IT SUPPORT <input type="checkbox"/> TRANSLATION <input type="checkbox"/> FLYER DELIVERY <input type="checkbox"/> SUBSTITUTE ASSISTANT COOK <input type="checkbox"/> EVENT COORDINATION <input type="checkbox"/> RESEARCH/WRITING <input type="checkbox"/> CATERING	

EMPLOYMENT EXPERIENCE (PAID AND/OR VOLUNTEER)				
Please list your work experience, starting with the most recent. Include full-time and part-time positions. Attach addition sheets if necessary.				
EMPLOYER'S NAME		TELEPHONE ( ) - *		
ADDRESS		DATES OF EMPLOYMENT (Month/Year) From / / To / /		
TYPE OF BUSINESS		<input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	HOURS PER WEEK	
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES				
REASON FOR LEAVING				
NAME OF SUPERVISOR		MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> Yes <input type="checkbox"/> No	TELEPHONE ( ) - *	
EMPLOYER'S NAME		TELEPHONE ( ) - *		
ADDRESS		DATES OF EMPLOYMENT (Month/Year) From / / To / /		
TYPE OF BUSINESS		<input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	HOURS PER WEEK	
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES				
REASON FOR LEAVING				
NAME OF SUPERVISOR		MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> Yes <input type="checkbox"/> No	TELEPHONE ( ) - *	
EMPLOYER'S NAME		TELEPHONE ( ) - *		
ADDRESS		DATES OF EMPLOYMENT (Month/Year) From / / To / /		
TYPE OF BUSINESS		<input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTEER	HOURS PER WEEK	
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES				
REASON FOR LEAVING				
NAME OF SUPERVISOR		MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> Yes <input type="checkbox"/> No	TELEPHONE ( ) - *	
ADDITIONAL COMMENTS REGARDING WORK EXPERIENCE:				
EDUCATION				
HIGH SCHOOL GRADUATE OR D'EQUIVALENCE D'ETUDES SECONDAIRES (GED) TEST PASSED? <input type="checkbox"/> Yes <input type="checkbox"/> No			HIGHEST GRADE COMPLETED	
SCHOOL			LOCATION	
POST SECONDARY EDUCATION OR TRAINING (COLLEGE/UNIVERSITY)				
NAME AND LOCATION	MAJOR/MINOR	DID YOU GRADUATE?	DEGREE OR DIPLOMA	COPY ATTACHED?
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
CERTIFICATES/LICENCES				
Please attach copy of License(s)/Certificate(s)/Credential(s)				
LICENSE/CERTIFICATE ISSUED BY	FIELD/TRADE/SPECIALIZATION	LICENSE/CERTIFICATE NUMBER	DATE OF ISSUE	EXPIRATION DATE
			/ /	/ /
			/ /	/ /
			/ /	/ /
ARE YOU FIRST AID/CPR CERTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No		W.H.M.I.S. CERTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No		
REFERENCES				
Please list three references, not related to you, whom we may contact to validate your information.				
NAME	TELEPHONE ( ) - *		RELATIONSHIP	
NAME	TELEPHONE ( ) - *		RELATIONSHIP	
NAME	TELEPHONE ( ) - *		RELATIONSHIP	
DECLARATION				
I attest that the information provided and contained herein is said to be true and correct in every aspect. The Applicant is responsible to keep this information updated. I understand this is not a guarantee of employment. I understand that this is for casual employment only. Information and data contained in this application are maintained for employment and statistical purposes and is subject to the Privacy Act. This application is good for a duration of six months only.				
Signature: _____ Date: _____				



## **WOLF LAKE FIRST NATION**

**Hunter's Point, P. O. Box 998  
Temiscaming, Quebec  
J0Z 3R0**

### **EMPLOYMENT OPPORTUNITY MEMBER SERVICES COORDINATOR REPLACEMENT – MATERNITY LEAVE**

#### **THE POSITION**

The Members Services Coordinator is responsible for ensuring the effective delivery of services to Wolf Lake First Nation Band Members. The Member Services Coordinator is the main point of contact for Members wishing to access services in the following areas: Education, Band Membership Registry, Post Secondary Student Support Program, Medical Transportation, Economic Development, Employment and Training, Social Services and Child Welfare.

Reporting to the Band Manager, the Member Service Coordinator provides professional service delivery to our Band Members and he/she works in partnership with all First Nation staff and program funding agencies.

#### **RESPONSIBILITIES**

Deliver services to Members with the utmost customer service standards

- Band Membership services including new applications and status card applications
- Education support services and post secondary student support program:
- Medical Transportation Program
- Support Chief and Council on all other programs and services for Members

#### **ACADEMIC / EDUCATIONAL REQUIREMENT**

- Minimum of college diploma or undergraduate degree in Business, Commerce, Business/Office Administration or an equivalent combination of education and experience in a related field
- Minimum three years experience in a similar position

#### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Must have skills and capacity to take initiative and multi-task
- The ability to write proposals and development of reports are essential
- Knowledge and understanding of the community and Indigenous culture is required
- Qualified indigenous candidates will be given preference

**Position Term:** Temporary Full Time until June 2024

**Position Salary:** Commensurate with experience and education

**Closing Date:** December 8, 2023 @ 12:00p.m.

Please send a covering letter along with your resume and 2 employment references to:

Att: Martha Polson, Band Manager

Wolf Lake First Nation

Temiscaming, QC, J0Z3R0

Phone (819) 627-3628

[email: mpolson@wolflakefirstnation.com](mailto:mpolson@wolflakefirstnation.com)

Miigwetch to all who apply; however, only those selected for an interview will be contacted.



# WOLF LAKE FIRST NATION

Hunter's Point, P. O. Box 998  
Témiscamingue, Quebec  
J0Z 3R0  
Tel: 819-627-3628 Fax: 819-627-1109  
E-mail: [info@wolflakefirstnation.com](mailto:info@wolflakefirstnation.com)

## **JOB POSTING: Economic & Sustainability Development Officer (Manager)**

**DEPARTMENT:** Wolf Lake First Nation Administration

### **RECRUITMENT OBJECTIVE**

Wolf Lake First Nation (WLFN) is inviting applications for the position of Manager - Economic Development and Sustainability. We are seeking a person who shares our goal of advancing the effective and sustainable development of our local and regional economy, including the prosperity of the community and our members. The ideal candidate will have a proven track record in economic development in a First Nation context, the ability to develop and lead projects and coordinate partnerships, excellent interpersonal and communications skills, and enjoy working in a team.

### **POSITION OUTCOME**

- WLFN and its members benefit from an effective, prosperous and sustainable local and regional economy, principally under the control of the WLFN Government.

### **RELATED RESPONSIBILITIES**

Under the supervision of the Band Manager and with the regular engagement of community members:

- Coordinate the development and implementation of the WLFN Strategic Plan for Economic and Sustainable Development, including timely updates.
- Develop and implement an effective policy framework to guide prosperous and sustainable economic development for WLFN, its members, entrepreneurs, and partners.
- Obtain the funding required to support the implementation of the Plan.
- Establish mutually beneficial partnerships with governments and the private sector to support and promote a healthy, prosperous local and regional economy.
- Assist community members with entrepreneurial projects, including the development of business and marketing plans, the financing of new or expanded businesses, and access to training and other professional services.
- Coordinate economic development with healthy community and infrastructure development.
- Make regular progress reports to the WLFN Council and to the community members.
- Establish and maintain effective networking with representatives of provincial, and federal governments, and with other select organizations, including the First Nation capital institutions.
- Occasional travel will be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Good knowledge of WLFN history, traditions, and culture.
- Good working knowledge of economic development in First Nations, and related government policies, programs and funding.
- Strong communication skills, oral and written, in English and preferably in French.
- Ability to effectively advance several priorities at the same time, sometimes under pressure.
- Results oriented, self-motivated and able to work independently.
- Strong interpersonal and team skills.

### **QUALIFICATIONS**

- Preference will be given to Anishinabe or other Indigenous candidates with relevant post-secondary education in related fields such as economics, finance, business administration, or general administration.

**COMPENSATION** is competitive and commensurate with the position responsibilities and the skills of the candidate.

<b>Deadline for application:</b>	<b>Friday, December 8, 2023 at noon.</b>
If you are interested, <a href="#">please</a> send your resume and a cover letter indicating your suitability for this opportunity.	Martha Polson, Band Manager Wolf Lake First Nation 5 Riordon Ave, Temiscaming QC J0Z3R0 Or by e-mail: <a href="mailto:mpolson@wolflakefirstnation.com">mpolson@wolflakefirstnation.com</a>



Kà-Nàgadawenindamodjig Aki, Nibi ashidj Awesinzag

Land, Water and Animals Advisory Committee

313 Fafard St. Maniwaki Quebec, J9E-3B1

819-449-5170 ext:9025

November 28, 2023

I would like to introduce myself. My name is Mariette Buckshot, daughter Maria Buckshot and late John “Beeba” Buckshot.

It is with great pleasure that I have accepted and started a new position Monday, November 27, 2023 as the Land, Water and Animals Advisory Committee Coordinator under Kitigan Zibi Anishinabeg Administration.

With the Land, Water and Animals Advisory Committee members’ guidance, I look forward to bringing you back into our Kitigan Zibi territory with fun activities and cultural workshops for all ages.

I am situated at 313 Fafard St and I can be reached at:

819-449-5170, ext.: 9025 or by email at: [LWAAC.Coordinator@kza.qc.ca](mailto:LWAAC.Coordinator@kza.qc.ca)

Wishing you all best wishes and hope to see you at our next event!



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 28, 2023

## ***Surviving on the Land***

The Land, Water and Animals Advisory Committee 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 maple syrup or jams*** and a language game or two.

**Date:** Saturday, December 2, 2023

**Starting at:** 11:00 am

**Location:** KZA Cabin in La Verendrye Park

**Transportation can be made available!**

You can contact Land, Water and Animals Advisory Committee Coordinator, Mariette Buckshot if you need a ride, more information, directions to our KZA cabin at:

819-449-5170 ext.: 9025 or at [LWAAC.Coordinator@kza.qc.ca](mailto:LWAAC.Coordinator@kza.qc.ca)



Centre d'Innovation  
des Premiers Peuples

LÀ OÙ LES PREMIERS PEUPLES  
ENGENDRENT LE PROGRÈS

# FEMININ FABLAB GATINEAU

**From 29th january to 04th april 2024**

Bringing culture and technology together  
using art, 3D printing, laser engraving,  
CNC, embroidery and much more!

- **10 weeks training**
- **Monday to friday 9 a.m to 4 p.m**
- **Paid training**

## ELIGIBILITY CRITERIA:

- You are indigenous women
- You are 15 years and up
- You are unemployed
- You do not attend school

**To register, contact at:**

**[hajar.haddouch@cipp-fpic.com](mailto:hajar.haddouch@cipp-fpic.com)**

 **343-987-4752**

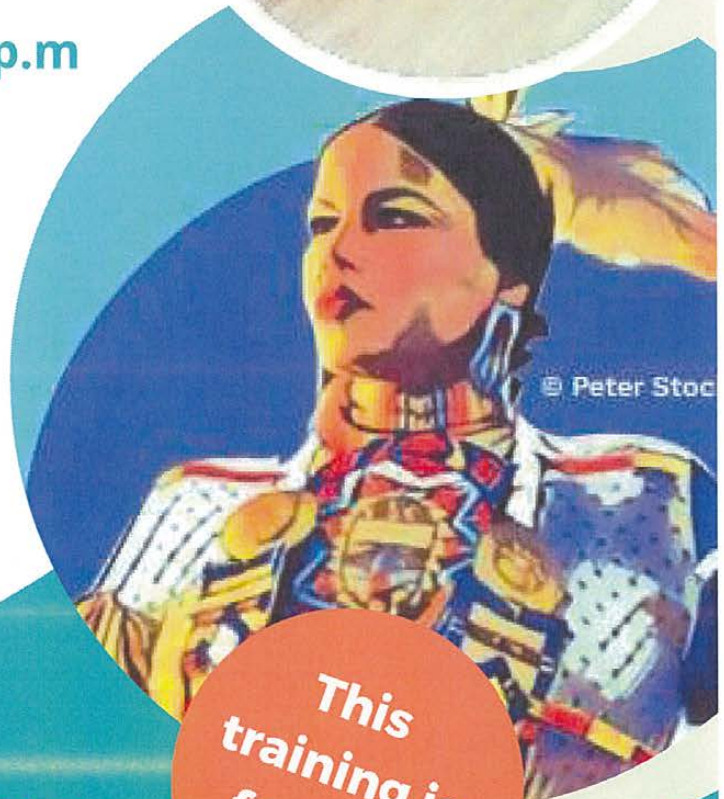
**First Peoples Innovation Center**  
**[www.cipp-fpic.com](http://www.cipp-fpic.com)**  
**85B Promenade du Portage Gatineau, QC**



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## **JOB OPPORTUNITY – 3rd Posting**

**POSITION:** Wazoson Educator

**LOCATION:** Wazoson Daycare Centre - 38 Paganakomin Mikan

**TERM:** 37.5 hours per week  
Indeterminate. Standard probationary period

**SALARY:** \$21.60 – 30.03 an hour (ECE Certified)  
\$18.52 - 27.78 an hour (Non-Certified)  
(As per Kitigan Zibi Education Sector Salary Scale)

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### **PREAMBLE:**

Under the supervision of the Wazoson Coordinator, the Wazoson Educator is responsible to deliver 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** to the attention of Anita Stevens at the KZES Admin Office situated at 37 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1 **by Friday December 15, 2023 at 4:00pm.**

### **Contact information:**

**Email:** [anita.stevens@kza.qc.ca](mailto: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.

**This Job Posting is now open to the general public to apply.** Preference will be given to Kitigan Zibi Anishinabeg Band Members in accordance to Kitigan Zibi's preferential hiring policy.

GENERAL INFORMATION	
<b>Job Title</b>	Wazon Educator
<b>Category</b>	Technical
<b>Sector</b>	Kitigan Zibi Education Sector (KZES)
<b>Location</b>	Wazon
<b>Terms</b>	Indeterminate. Standard probationary period
<b>Hours</b>	37.5 hours per week. Monday-Friday
<b>Salary</b>	As per Kitigan Zibi Salary Scale
<b>Immediate supervisor</b>	Wazon Coordinator
<b>Date of job description</b>	September 2023
JOB SUMMARY	
Under the Supervision of the Wazon Coordinator, the Wazon Educator provides a quality early childhood program to all Wazon Children.	
RESPONSIBILITIES	KEY DUTIES
<b>Child Intake, Placement and Referral</b>	<ul style="list-style-type: none"> <li>• Educates parents/guardians about rules of the centre, realm of services and operational matters affecting service delivery;</li> <li>• Assists in the integration of new children</li> </ul>
<b>Develops and implements a culturally based early childhood education program</b>	<ul style="list-style-type: none"> <li>• Implements quality instructional services that allow for the growth and development of the children in the program;</li> <li>• Ensures weekly, monthly and annual programming is implemented, reviewed and maintained consistently; that is age appropriate and culturally relevant;</li> <li>• Communicates daily with parents on their child's development, programming, upcoming events, changes;</li> <li>• Maintains a safe environment in assigned rooms that are organized and adheres to safety standards;</li> <li>• Creates learning centres that aid in child development and fosters learning and follows rotation schedules;</li> <li>• Develops and implements age appropriate early childhood education programming that address the physical, emotional and mental capacity of each child;</li> <li>• Fosters a learning environment that positive, nurturing, and age appropriate to meet the needs of each child;</li> <li>• Adheres to established Wazon policies and procedures for behaviour management;</li> <li>• Prepares material resources required for programming.</li> </ul>
<b>Child assessment and evaluation</b>	<ul style="list-style-type: none"> <li>• Creates and maintains charts and files on each child registered in group that include health issues/concerns, allergies, attendance;</li> <li>• Communicates with Coordinator, parents and or legal guardians n child progress in Wazon;</li> </ul>

<b>ACCOUNTABILITY</b>	
	<ul style="list-style-type: none"> <li>Abides by all KZA/KZES/Wazoson Policies including:               <ul style="list-style-type: none"> <li>KZES Policies and Procedures Manual</li> <li>The KZA Human Resource Manual</li> <li>KZA Code of Ethics</li> </ul> </li> </ul>

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

<b>ENVIRONMENTAL FACTORS</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>Meets work objectives within established time frames;</li> <li>Manages time effectively;</li> <li>Ensures reporting and programming requirements are met within required timeframes and in accordance to regulations and standards set out by the Kitigan Zibi Education Sector and funding agencies.</li> </ul>
<b>Mental and Physical Effort</b>	<ul style="list-style-type: none"> <li>Manages medium level stress and multi-tasks daily;</li> <li>Uses proper techniques to carry or lift heavy objects and children;</li> <li>Mental alertness to changing situations;</li> <li>Strong cognitive ability for childcare and ensuring minimal needs;</li> <li>Strong interpersonal mental health;</li> <li>Mental caliber to withstand or support possible emotionally-</li> </ul>

	charged situations.
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Mainly Indoors and Centre based;</li> <li>• The employee will go on walks with children and do outdoor activities weather permitting.</li> <li>• The employee may be placed with groups and changed dependant upon need.</li> <li>• Employees must be able to maintain the training and security clearances required under the funding agreements.</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>• Knowledge and awareness of Kitigan Zibi language, culture and community.</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• College Diploma in Early Childhood Education from a recognized post secondary institution <b>OR</b></li> <li>• BED specializing in preschool with special education. <b>OR</b></li> <li>• High school Diploma with 5 Courses in Early Childhood Education from a recognized post secondary institution and a minimum of two years experience working with children.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Oral fluency in reading and writing in English mandatory;</li> <li>• Willing and able to work flexible hours as required;</li> <li>• Ability to be objective towards child assessments;</li> <li>• Trustworthy, discreet and able to maintain confidentiality;</li> <li>• Punctual and reliable with low absenteeism;</li> <li>• Ability to work independently without close supervision;</li> <li>• Computer literate and ability to operate office machinery;</li> </ul>
<b>Conditions of employment require the candidate to maintain these licences/certification throughout employment</b>	<ul style="list-style-type: none"> <li>• No criminal conviction related to the field of work and maintain throughout employment;</li> <li>• Must provide medical certificate of good health if required for the position;</li> <li>• Valid First Aid and CPR Training Certification for child and infants or ability to acquire training within three months of hired and maintain certification;</li> <li>• Must follow all safety precautions and protocols;</li> <li>• Legally able to work in Canada.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>• Ability to communicate in Algonquin and/or French an asset.</li> </ul>



# Financial Literacy Courses For Indigenous Communities

**IndigenousTech.ai**

Canadian Government (PSIB) Certified Indigenous Controlled Company



*"Our future relies on our youth embracing technology and bringing together diverse ideas that drive transformation in every industry."*

-- Chief Clarence Louie, Osoyoos Indian Band (BC)

## Certificates Available For:

**Financial  
Literacy**

**Business  
Fundamentals**

## Included in Courses:

### Learn Technology & Professional Skills

Budgeting | Bookkeeping | Credit Analysis | CyberSecurity | Financial Literacy

### Videos from Inspirational Leaders

Chiefs | Indigenous Leaders | Indigenous Executives

**Online & No Cost**



For more information, please contact:

**Brandon Guilmette**

**brandon@indigenoustech.ai**

<https://lms.indigenoustech.ai/m/>



# CYBERHYGIENE



## MOBILE SECURITY

Mobile devices are attractive targets that provide unique opportunities for threat actors intent on gathering information. A compromised device has the potential to allow unauthorized access to your network, placing not only your own information at risk, but also that of your organization.

It is important to remember that Canada is an attractive target for cyber-threat actors.

- Use a PIN or password to access the device and change these passwords regularly
- Disable features not in use such as GPS, Bluetooth, or Wi-Fi
- Avoid opening files, clicking links, or calling numbers contained in unsolicited text messages or e-mails
- Maintain up-to-date software, including operating systems and applications
- Do not use "Remember Me" features on websites and mobile applications — always type in your ID and password
- Encrypt personal or sensitive data and messages
- Understand the risks, keep track of your devices, and maintain situational awareness
- Review and understand the privacy and access requirements of all apps before installing them on mobile devices
- Delete all information stored on a device prior to discarding it
- Do important tasks, like online banking on a private or known, trusted secure network



## PASSWORDS

- Try using a memorable phrase to create a stronger password using a mix of characters. For example:  
*"My jersey number when I played sports was 27!"*  
PASSWORD: **Mj#wlpsw27!**
- Be wary of your surroundings and always shield your keyboard or keypad when entering your password
- Use different passwords for work and home accounts
- Do not write your passwords under a keyboard, on sticky notes next to a computer or save them on the device itself as these are common places to look for passwords
- If at any time you suspect that your password may have been compromised, act quickly and change it
- Change passwords after returning from travel



## E-MAIL SPEAR PHISHING

Spear phishing is a tactic that uses social engineering to tailor e-mails to individuals or groups based on their line of work, interest, or personal characteristics. Spear phishing e-mails will be about a subject that is relevant to the recipient and will appear to be sent by a credible source.

### HOW TO DETECT A SPEAR PHISHING E-MAIL

Before opening attachments or clicking on links, ensure that:

- You really know who is sending the e-mail and that the tone is consistent for the sender
- The content is really relevant to your work and not just related to your area of interest
- The web address or attachment is relevant to the content of the e-mail
- You use extra caution if the e-mail is from a personal address (@YAHOO.CA, @GMAIL.COM) or a suspicious domain



## SOCIAL MEDIA TIPS

- Use a unique password for every account
- Ensure all available security and privacy options have been applied on your account
- Review your account's website security and privacy policies regularly for changes
- Be careful when accessing unknown website links or attachments
- Report any suspected security incidents to your IT support team
- Use judgement when posting personal information on social media platforms for both privacy and cyber security reasons



## QUICK REFERENCE GUIDE (IN CANADA)

Understand the security measures that exist on your devices.

- **VOICE COMMUNICATION:**  
Acceptable for non-sensitive information only
- **TEXTS AND MESSAGING APPS:**  
**NOT** acceptable for any sensitive communications
- **E-MAIL:**  
Consult your IT support team before using your email for sensitive communications



## TRAVELLING WITH YOUR DEVICE

There are steps to take **BEFORE**, **DURING**, and **AFTER** you travel to increase the security of the information stored on your mobile devices.

- In some countries, hotel business centres and phone networks are monitored and rooms may even be searched
- Senior officials and those working with valuable information are at higher risk of being targeted through their mobile devices
- Mobile devices are a prime target for theft — if stolen, the information contained within may be accessed and used for malicious purposes
- Use a separate device specifically for travel purposes only — don't use your regular business or personally owned device
- Don't use storage devices (ex: USB key) given to you, or purchased from unknown sources
- Avoid using your own USB key in a foreign computer
- Only use the charging equipment you brought
- Change passwords after returning from travel



## GENERAL PREVENTION

- **PATCH AND UPDATE DEVICES REGULARLY:**  
Having the latest security software, web browser and operating system are the best defenses against viruses, malware and other online threats. To defend against known risks, turn on automatic updates if that's an available option.
- **PROTECT INTERNET CONNECTED DEVICES:**  
Use 2-step verification and basic security products, like anti-virus programs on web-enabled devices, to protect from viruses, malware, and unauthorized access.
- **WI-FI NETWORKS:**  
Avoid joining public, unknown, or unsecured Wi-Fi networks.
- **BACK UP IMPORTANT DATA:**  
Always back up important data on a separate local storage device.
- **ACT QUICKLY:**  
If you are notified, become aware, or even just suspect your computer is infected, notify your IT support team.



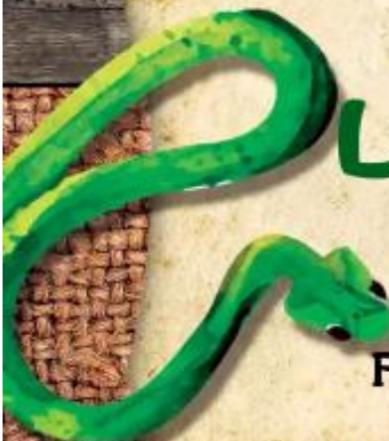
# ODEKAN CALENDAR DECEMBER 2023



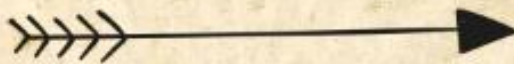
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>For Caregiver's Afternoon Out</b></p> <p>Parent must call in by 11am that morning to reserve a spot at 819-449-2702.</p> <p>Megwech</p>					<p><b>1</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Cleanup/Office/ Curriculum Time</p>	<p><b>2</b></p>
<p><b>3</b></p>	<p><b>4</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Curriculum Prep/ Office Time</p>	<p><b>5</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Caregiver's Afternoon Out 1:00–3:00 pm</p>	<p><b>6</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Caregiver's Afternoon Out 1:00–3:00 pm</p>	<p><b>7</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Curriculum Prep/ Office Time/baby visits</p> <p>Rays Reptiles/ Light supper @ Hall 4:30-6:30</p>	<p><b>8</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Cleanup/Office/ Curriculum Time</p>	<p><b>9</b></p>
<p><b>10</b></p>	<p><b>11</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Curriculum Prep/ Office Time</p>	<p><b>12</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p><b>CLOSED</b> To prepare for evening activity</p> <p>FunnyBoom BouncyHouses/Pizza supper @ Hall 4:30-7pm</p>	<p><b>13</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Caregiver's Afternoon Out 1:00–3:00 pm</p>	<p><b>14</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Curriculum Prep/ Office Time/baby visits</p>	<p><b>15</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Cleanup/Office/ Curriculum Time</p>	<p><b>16</b></p>
<p><b>17</b></p>	<p><b>18</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Curriculum Prep/ Office Time</p>	<p><b>19</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p>Caregiver's Afternoon Out 1:00–3:00 pm</p>	<p><b>20</b></p> <p>Sagabigoni Program 8:30–11:30 am</p> <p><b>CLOSED</b> To prepare for evening activity</p> <p>Spaghetti Dinner/ cupcake decorating Xmas crafts/face painting @ Hall 4:30-6:30</p>	<p><b>21</b></p> <p><b>SPECIAL ACTIVITY</b></p> <p>Curriculum Prep/ Office Time/ baby visits</p>	<p><b>22</b></p> <p>Closed for Cleanup</p> <p><b>CLOSED FOR THE HOLIDAYS</b></p>	<p><b>23</b></p>
<p><b>24</b></p> <p>Christmas Eve</p>	<p><b>25</b></p> <p><b>CLOSED FOR THE HOLIDAYS</b></p>	<p><b>26</b></p> <p><b>CLOSED FOR THE HOLIDAYS</b></p>	<p><b>27</b></p> <p><b>CLOSED FOR THE HOLIDAYS</b></p>	<p><b>28</b></p> <p><b>CLOSED FOR THE HOLIDAYS</b></p>	<p><b>29</b></p> <p><b>CLOSED FOR THE HOLIDAYS</b></p>	<p><b>30/31</b></p>



**REMINDER**



**Little Rays Reptiles**



**FOR CHILDREN 0-6YRS**

**WHEN: WED DEC 6**

**WHERE: COMMUNITY HALL  
UPSTAIRS**

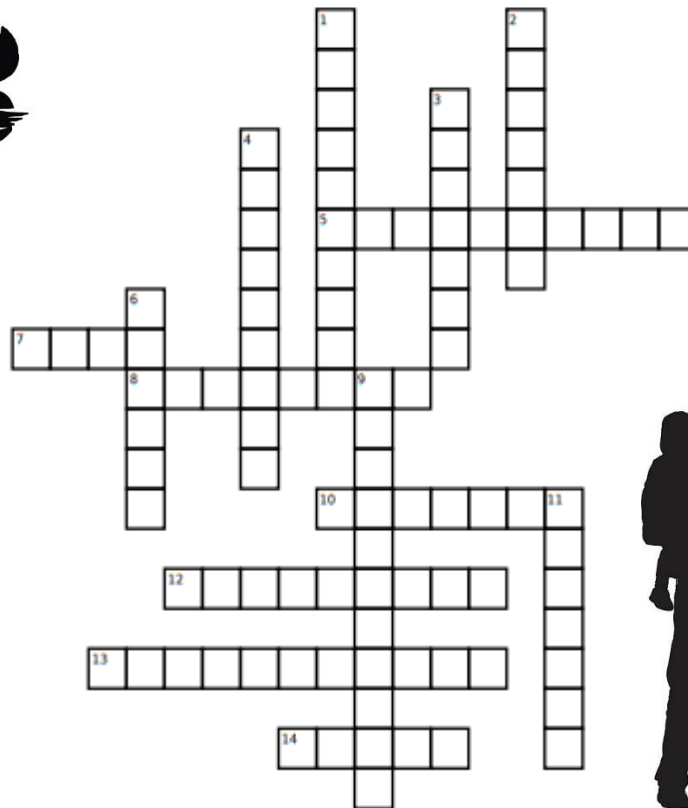
**TIME: LIGHT SUPPER - 4:30-5:30  
SHOW - 5:30-6:30**

**ANY QUESTIONS PLEASE CALL  
KATRINA @ ODKEAN  
819-449-2702**



# Nidodemag Crossword

Use your lexicon to fill in the crossword. Send it to [odaminowin2021@gmail.com](mailto:odaminowin2021@gmail.com) or drop it off at the Cultural Center for a chance to win a prize.



## Down:

1. daughter-in-law
2. brother-between brothers
3. sister-between sisters
4. my aunt (mothers sister)
6. a woman's sister -in-law
9. my uncle (fathers brother)
11. my aunt (fathers sister)

## Across:

5. my older sister
7. a man's brother-in-law
8. my older brother
10. son-in-law
12. my uncle (mothers brother)
13. my younger sibling
14. a man's sister-in-law or a woman's brother-in-law

## WORD BANK

niseyenz	wìdigik	wità
nánganikwe	ninimisenzenz	
ningwan	wìkànis	dàngwe
ninoshenj	nizigos	wìnim
nijishenj	nimishòmenj	nishìmenzenz

Due to numerous errors in the last puzzle, here is a new one!

This contest will run until December 15, 2023.

One entry per person. The person whose name is entered must be the one to fill in the crossword.

Migwech kakina ashidj odaminòn!

# Odekan Headstart

December  
❖ Holiday Events ❖  
For Children 0-6yrs

## 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



# OUR NEW APP IS READY TO ROLL!



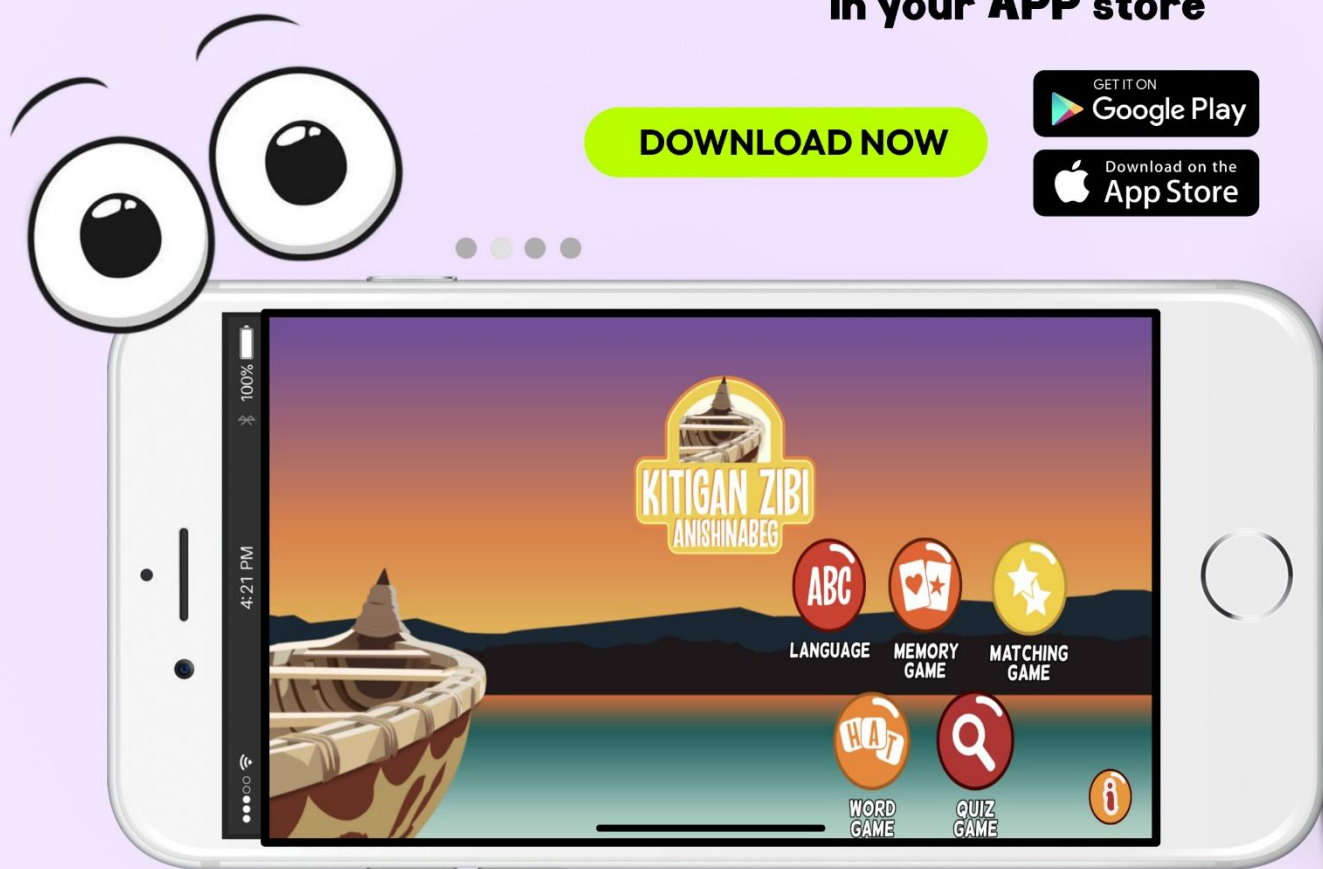
The Cultural Centre's Language Team has  
some exciting news!

We have a NEW Anishinàbemowin  
language learning APP available.

**Search**

## Kitigan Zibi Anishinabeg in your APP store

**DOWNLOAD NOW**



The idea behind the App is for people to  
get familiar with everyday Anishinàbe  
words and phrases. This tool will help you  
on your language journey.

You will be able to click on a word and hear  
the audio, play a variety of games such as:

- \* Memory games
- \* Matching games
- \* Word games
- \* Quizzes



KITIGAN ZIBI

# Craft Fair 2023

KITIGAN ZIBI SCHOOL GYMNASIUM - 41 KIKINAMAGE MIKAN

*December 2nd - 9am to 7pm*

*December 3rd - 9am to 4pm*

40 Vendors

Door Prize  
\$500.00 Cash

every 10\$ spend = 1 ticket  
into the cash draw

Christmas crafts

Ornaments

Beadwork

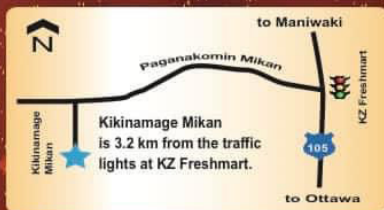
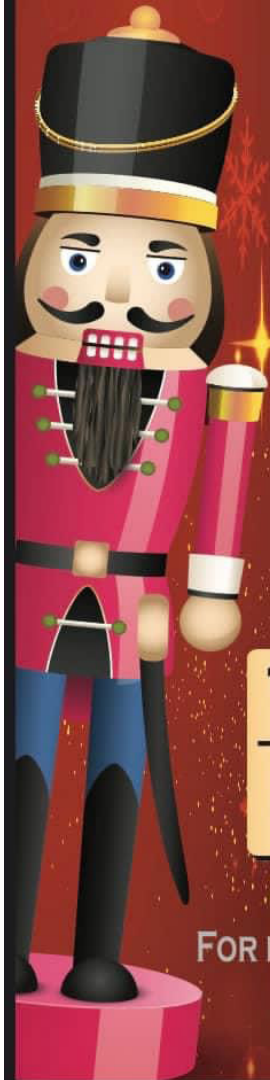
Leather crafts

Moccasins

Cake & cookies

Pies

& so much more



Auction Table  
with many prizes donated  
by local Businesses and  
crafters

FOR INFORMATION CONTACT: ROBIN CAYER VOLUNTEER COORDINATOR  
819-425-4623 EMAIL [KZ\\_CRAFT\\_FAIR@OUTLOOK.COM](mailto:KZ_CRAFT_FAIR@OUTLOOK.COM)



## **JOB OPPORTUNITY 1st Posting**

November 30, 2023

POSITION: (3) In-Home Care Worker  
LOCATION: As designated by KZHSS  
WORK SCHEDULE: 35 hours a week.  
ANTICIPATED TERM: January 8, 2024- July 6, 2024 (Term Contract )  
SALARY: \$21.30 an hour less mandatory employment related costs

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### **SUMMARY:**

Under the supervision of the Home and Community Care Coordinator, the In-Home Care Worker provides home management assistance to enable eligible community members of all ages with disabilities, chronic or acute illnesses and the elderly to maintain independent living and self-sufficiency within their own home.

### **Forward your Application to:**

If you are interested in applying for the position, please forward your:

- a) cover letter and current resume
- b) copies of education/diploma/training/transcripts
- c) any other documentation and information that will support that you meet the qualifications and competencies required (please review the job description)
- d) list of three references with contact information
- e) copy of driver's license and vehicle registration

to Janet Brascoupe at the Band Office. 1 Paganakomin Mikan, Maniwaki, Quebec by December 7, 2023 (EST)

Contact information:

Email: [janet.brascoupe@kza.qc.ca](mailto:janet.brascoupe@kza.qc.ca)

Phone: 819-449-5170

Fax: 819-449-5673

**Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.** It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. There will be no interviews. Candidates will be screened based on a check list of all requirements, information contained in their resume, support documentation and three references. 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

### Home and Community Care Worker Job Description

#### GENERAL INFORMATION

**Job Title :** Home and Community Care Worker  
**Sector :** KZHSS  
**Term :** Term Contract 26 weeks  
**Hours :** 35 hours  
**Salary :** Hourly Rate in accordance with KZA Human Resource Policy

**Immediate Supervisor :** In Home Care Coordinator

**Date of Job Description :** May 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 Home and Community Care (HCC) Worker provides home cleaning assistance to assist eligible community members of all ages with disabilities, chronic or acute illnesses and the elderly to maintain independent living and self-sufficiency within their own home.

#### KEY DUTIES

- House cleaning and maintenance: tidies, dusts, cleans, and disinfects surface areas within living areas (i.e. bedroom, bathroom, kitchen, living room, stairways), mops/vacuums floors, washes dishes, does laundry, clean furniture/floors, ensures entrance ways, hallways and stairways are free of obstructions and clutter;
- Attends weekly meetings, training, as mandated by the immediate supervisor
- Completes, documents and submits weekly Service Reports; reports all discrepancies or concerns to the supervisor.

#### KNOWLEDGE AND SKILLS

- Hazard Information Management Systems (WHIMS);
- Ability to be honest, non-judgmental, non-intrusive and to work as a team;
- Effective interpersonal communications skills with the ability to build rapport with others;
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual and Privacy Laws.

#### MANAGERIAL/SUPERVISORY

<b>Human Resources:</b>	• Not applicable in this position
<b>Financial Resources:</b>	• Not applicable in this position
<b>Material Resources:</b>	• Not applicable in this position

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> <li>Grasps, bends, lifts, carries, moves and pushes objects using proper techniques;</li> <li>Mental alertness to changing and challenging situations;</li> <li>Strong interpersonal mental health;</li> <li>May be required to intervene in precarious situations.</li> </ul>
Working Conditions:	<ul style="list-style-type: none"> <li>Working within client homes;</li> <li>Required to attend professional workshops, staff meetings, workplace safety training within KZA;</li> </ul>

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> <li></li> </ul>

INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> <li>Knowledge and awareness and Algonquin culture and communities.</li> </ul>
Abilities:	<ul style="list-style-type: none"> <li>Monitoring and reporting skills;</li> <li>Ability to communicate orally and in writing in English;</li> <li>Ability to follow instructions as directed.</li> </ul>
Personal Suitability:	<ul style="list-style-type: none"> <li>Discretion and diplomacy;</li> <li>Reliability;</li> <li>Mental calibre to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;</li> <li>Ability to organize own workload and work independently without close supervision.</li> </ul>
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> <li>Valid driver's license for the duration of employment;</li> <li>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;</li> <li>Must provide medical certificate of good health if considered for the position;</li> <li>Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired when possible;</li> <li>Must follow all safety precautions and protocols .</li> </ul>
Assets:	<ul style="list-style-type: none"> <li>Ability to communicate in Algonquin.</li> </ul>

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.</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>	



November 30, 2023

### **JOB OPPORTUNITY-1<sup>st</sup> Posting**

POSITION: Special Needs Area Coordinator  
LOCATION: Òde Widòkàzowin Child and Family Services  
WORK SCHEDULE: 35 hours a week. Varied Schedule  
TERM: Indeterminate  
SALARY: Level 7, Range based on work experience  
(\$56,717.72 – \$70,897.15)

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#### **Summary:**

The Special Needs Area Coordinator provides coordination and direction for the Kitigan Zibi wide adapted and/or inclusive programs outside the Education Sector. The incumbent contributes to the delivery of programs and services for individuals with Special Needs. The incumbent ensures the provision of specialized expertise in psychosocial and clinical services to the line delivery services, and serves as a liaison, coordination and support point amongst all concerned managements for Special Needs Services.

#### **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 **Thursday, December 14, 2023 at 4:00 p.m. (EST)** or email to [dawn.cayer@kza.qc.ca](mailto:dawn.cayer@kza.qc.ca)

#### **Information Contact :**

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

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

### Special Needs Area Coordinator

#### Job Description

#### GENERAL INFORMATION

Job Title : Special Needs Area Coordinator  
Category : Professional  
Sector : Kitigan Zibi Health & Social Services  
Location : Ode Widokazowin Building  
315, Fafard St. Maniwaki, Quebec  
Terms : Full Time—Indeterminate  
Hours : 35 hours per week  
Salary : KZA Salary Scale Level 7  
in accordance with the *KZA Human Resource Policy*  
Immediate Supervisor : KZHSS Director  
Date of Job Description : November 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 Special Needs Area Coordinator provides coordination and direction for the Kitigan Zibi wide adapted and/or inclusive programs outside the Education Sector. The incumbent contributes to the delivery of programs and services for individuals with Special Needs. The incumbent ensures the provision of specialized expertise in psychosocial and clinical services to the line delivery services, and serves as a liaison, coordination and support point amongst all concerned managements for Special Needs Services (SNS).

#### KEY DUTIES

- Provides coordination and direction for the KZA wide adapted and/or inclusive programs.
- The incumbent contributes to the delivery of programs and services for individuals with Special Needs.
- The incumbent ensures the provision of specialized expertise in psychosocial and clinical services to the line delivery services, and serves as a liaison, coordination and support point amongst all concerned managements for Special Needs Services (SNS).
- Directs part-time staff and provides ongoing program support.
- Advocates to facilitate awareness of the uniqueness of all individuals.
- Assesses potential participants with special needs/disabilities and arranges placements.
- Contributes to the planning, organization and coordination of SNS, and the incorporation of such in policies, programs, procedures, protocols and tools;
- Reviews participant files and communicates information with appropriate staff.

- Interacts with staff, families, agencies, participants and the public.
- Assists in hiring process of Special Needs Support Staff and staff placement.
- Provides guidance and specialized training Area wide to all part time staff.
- Ensures health and safety procedures are adhered to when staff are assisting participants with personal hygiene (i.e. diaper change, feeding etc.), lifts, transfers and life skills.
- Performs all administrative tasks necessary to support program.
- Provides suggestion and assistance with behaviour management techniques.
- Plans and implements special events and information fairs.
- Attends and participates in all required meetings and training sessions.
- Collaborates with the KZES, Special Education and interested community members.
- Ensures staff follow the principles of Health Child Development (High Five) in the planning and delivery of programs.

#### KNOWLEDGE AND SKILLS

- Theories, principles, and practices of program planning, monitoring, and reporting.
- Theories, principles, and practise of Special Education.
- Effective interpersonal communications skills, ability to build rapport with others.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual and applicable Accreditation standards.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to Special Needs.

#### CONTACTS

- Briefs Director of issues/concerns; provides input on policy and procedural changes;
- Collaborates with community front line workers.
- Coordinates and collaborates community wide initiatives with community and outside stakeholders.
- Establishes and maintains working relationships with community members, internal and external stake holders and KZA sectors.
- Maintains positive relationships with clients, co-workers and community members.
- Liaises and networks with local service providers.

#### MANAGERIAL/SUPERVISORY

Human Resources:	<ul style="list-style-type: none"> <li>▪ Coordinates, monitors, and attends to training of contract workers in regards to: special needs of community members.</li> </ul>
Financial Resources:	<ul style="list-style-type: none"> <li>▪ Not applicable in this position.</li> </ul>
Material Resources:	<ul style="list-style-type: none"> <li>▪ Assists with maintaining an inventory of all program equipment and ensures that it is kept in good condition.</li> <li>▪ Reports any damages to equipment and orders supplies.</li> <li>▪ Ensures that equipment is sent for repairs when needed and/or contacts a company to repair equipment.</li> </ul>

#### ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> <li>▪ Manages medium stress and multitasks daily.</li> <li>▪ Strong interpersonal health.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ May be called upon to provide crisis intervention/emergency services.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Works mainly within an office setting.</li> <li>▪ Required to make home visits;</li> <li>▪ May be required to use KZHSS vehicles.</li> <li>▪ Will be required to work in group settings</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ University Degree or related post-secondary education in an area that is aligned with Human and Health Services.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Research, analytical, and decision-making skills.</li> <li>▪ Planning, organization and coordination skills.</li> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to communicate orally and in writing.</li> <li>▪ Ability to plan and manage project teams</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy</li> <li>▪ Reliability</li> <li>▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle.</li> <li>▪ 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;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols .</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Strong communication skills in English (written and spoken).</li> <li>▪ Ability to communicate in Algonquin and in French.</li> </ul>



## *Kitigan Zibi Health and Social Services*

Box 160, 8 Kikinamag Mikan  
Maniwaki (Quebec)  
J9E 3B4

TEL.: (819) 449-5593/4  
TEL.: (819) 449-3803  
FAX: (819) 449-7411

### **Kwey Kitigan-Zibi parents/guardians,**

#### **FLU / COVID-19 KIDS Walk in Clinic**

Date: December 07, 2023 (Thursday)

Time: 8:30 am-11:30 am & 3:00 pm-7:00 pm

Who: Children ages 6 months to 17 years' old

Where: Health Centre

We are happy to offer **one** Walk in Clinic Vaccination Campaign Day for kids ages 6 months to 17 years old for this year's Covid-19 and Flu shots. Please bring child's health card and vaccination record booklet with you to the clinic. Parent or legal guardian must be present for consent.

We will offer FLU-mist intranasal, flu injectable and Covid-19.

Your child(ren) can receive both vaccinations in the same day.

Nurse Stephanie Latreille



# CHRISTMAS

PARADE COMING save this date DECEMBER 16, 2023. More info will be given on the routes in the upcoming flyer.

Made with [FosterMyWall.com](https://www.fostermywall.com)





# Save The Date!

## DECEMBER 31st

Join us for a

# K.Z.H.S.S. Social



@

KZ SCHOOL

## DOORS OPEN AT 6PM



More info to come.

Sunday, December 31st, 2023

From 6:00pm - midnight

41 Kikinamge Mikan

If you have any questions please call

Kane Dumont 819-449-5593 or

Email @ [kane.dumont@kza.qc.ca](mailto:kane.dumont@kza.qc.ca)





*Presents*

## **SUPER MONSTER BINGO**

THURSDAY Dec 7th 2023 at 7:00 PM

**\$7150 in prizes!**

Cost: **\$30** for a 5 strip pad (15 Faces)

**\$2** for extra Jackpot Cards (1 Strip 3 Faces)

**Outlets to purchase cards:**

KZ Freshmart

Wabano's Gas

KZ Gaz

Star Tobacco

Smileys

CKWE

Hawks Trading Post

Spearhead Store

Arthur's Smoke Shop

(Cards are available for purchase  
starting Friday evenings. KZ  
Freshmart will only sell cards the  
day of the Bingo)

**Game 1 – Regular Bingo \$200**

**Game 2 – Regular Bingo \$200**

**Game 3 – Regular Bingo \$200**

**Game 4 – Regular Bingo \$200**

**Game 5 – Regular Bingo \$200**

**Game 6 – Regular Bingo \$200**

**Game 7 – Regular Bingo \$200**

**Jackpot Game – Letter X \$750**

*Continuing for*

***Full Card \$5000***

**Outlets to purchase cards:**

KZ Freshmart

Wabano's Gas

KZ Gaz

Star Tobacco

Smileys

CKWE

Hawks Trading Post

Spearhead Store

Arthur's Smoke Shop

(Cards are available for purchase  
starting Friday evenings. KZ  
Freshmart will only sell cards the  
day of the Bingo)

The inside or outside corners **WILL COUNT** for a Regular Bingo

For more information, contact CKWE at 819-449-5097



**26th Anniversary  
Pauline Dumont (Bourguignon)  
1934 - 1997**

**Beloved Wife of Patrick, Dear Mother of Suzanne, Butch, Pat, Jo-Ann, Gary and Raymond. Loving Grandmother of Brandon, Dwayne, Raven, Chase, Joshua, Kane, Julian, Jenna, Brett, Wyatt, Julianne, Jack and Lance. A Loving Great Grandmother of Wade, Sophia, Myles, Elyana, Cyanah, Mackenzie, Livia, River, Everleigh, Oliver, Cale, Wesley, Silas and Skyla.**

**"Remembering you is easy,  
we do it every day.  
Missing you is a heartache  
that never goes away.**

**Goodbyes are not Forever  
Goodbyes are not the End  
They simply mean we miss you  
Until we meet again.**

**We love and miss you deeply. Love your Husband Pat,  
Children, Grandchildren and Great Grandchildren.  
A memorial mass will be held on Sunday,  
December 3, 2023 at 11 a.m., at the Holy Rosary  
Church to mark the 26<sup>th</sup> Anniversary of her death.**