



KITIGAN ZIBI ANISHINABEG

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

Pre-Employment Support Program

ELDERS WINTER PROJECT

**WOOD STACKING ODD JOBS SHOVELLING FOR
ELDERS???**

***ARE YOU RECEIVING SOCIAL ASSISTANCE?**

***DO YOU WANT A PAID TRAINING?**

***HAVE YOU FILLED A PRE-EMPLOYMENT
APPLICATION OUT?**

***CALL 819-4495170 EXT. 1402 FOR AN
APPOINTMENT**

MEGWECH

JERRIE LEA PRINTUP (819) 449-5170 ext. 1402



Kitigan Zibi Anishinabeg

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

November 16, 2023

JOB OPPORTUNITY- OPEN TO PUBLIC **Open until Filled**

POSITION: Construction and Repairs Officer
LOCATION: KZA Community Service Administration Office
WORK SCHEDULE: 35 hours per week
TERM: Indeterminate
SALARY: Level 6, Range to be determined based on experience
(\$56,276.17 – \$70,286.39 per annum)
DEADLINE TO APPLY: **Open until filled.**

SUMMARY:

Under the supervision of the Community Services Director or designate, the Construction and Repairs Officer is responsible for the overseeing residential and commercial maintenance and repairs of commercial and residential repair projects; Budget cost control and for ensuring that budgets and reports are submitted and comply with approved agreements and deadlines; On Site inspections, the incumbent conducts on-site inspections and responds to home owner's enquiries; reporting and submissions to Residential Rehabilitation Assistance Program (RRAP); liaison with Algonquin Anishinabeg Nation Tribal Council (AANTC), contractors, suppliers for the cost estimating for repairs projects; adherence and enforcement of KZA Construction policies, CMHC guidelines, Building Codes, KZ Human Resources.

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

- Cover letter and current resume, including a list of three (3) references with contact information;
- Copies of education/diploma/training/transcripts;
- Any other documentation and information that will support that you meet the qualifications and competencies required (please review job description);
- Copy of driver's license.

to **Debbie Whiteduck**, Human Resource Advisor, at the Kitigan Zibi Health and Social Services, 8 Paganakomin Mikan, Maniwaki, Quebec.

Contact information:

Email: debbie.whiteduck@kza.qc.ca
Phone: 819-449-5593/Fax: 819-449-7411



Kitigan Zibi Administration
Construction Repairs Officer
JOB DESCRIPTION

| GENERAL INFORMATION | |
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| Job Title | Construction and Repairs Officer |
| Category | Professional |
| Sector | Administration |
| Location | Community Services |
| Terms | Indeterminate |
| Hours | Regular (35 Hours), Monday-Friday: 8am-4pm |
| Salary Scale | Level 6 Range based on experience |
| Immediate supervisor | Community Services Director |
| Date of job description | June 2023 |
| JOB SUMMARY | |
| <p>Under the supervision of the Community Services Director or designate, the Construction and Repairs Officer is responsible for the:</p> <ul style="list-style-type: none">• Project Management: the incumbent is responsible for overseeing residential and commercial maintenance and repairs of commercial and residential repair projects;• Budget cost control and for ensuring that budgets and reports are submitted and comply with approved agreements and deadlines;• On Site inspections. The incumbent conducts on-site inspections and responds to home owner's enquiries;• Reporting and submissions to Residential Rehabilitation Assistance Program (RRAP);• Liaison with Algonquin Anishinabeg Nation Tribal Council (AANTC), contractors, suppliers for the cost estimating for repairs projects;• Adherence and enforcement of KZA Construction policies, CMHC guidelines, Building Codes, KZ Human Resources. | |

| RESPONSIBILITIES | KEY DUTIES |
|---------------------------|---|
| Project Management | <ul style="list-style-type: none">• Oversee the administration of projects for residential and commercial repairs;• Prepares work plans and work schedules for crews;• Prepares work orders and acquires quotes from suppliers;• Reviews quotes and pricing submissions for work orders;• Inspects buildings and homes for compliances to building codes as per approved funding;• Ensures quality control and coordinates work schedules of tradesmen;• Acquires building plans and architectural authentication;• Orders materials for approved repair projects;• Coordinates project site meetings with tradesmen; |

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| | <ul style="list-style-type: none"> • Oversees daily operation of each repair project; • Contacts contractors and provide terms of reference for specialty work; • Secures equipment, machinery, hoists, lifts, cranes as required; • Verifies timesheets of KZA employees; • Ensures work sites are safe and follow standard occupational guidelines; • Ensures equipment is in working order and workers are wearing safety equipment. |
| Budget Cost Control | <ul style="list-style-type: none"> • Oversees all repair budget estimates and monitors housing repair projects budgets; • Verifies estimates submitted by contractors for construction; • Prepares a cost estimate for materials and labor costs for home repairs; • Verifies estimates submitted for all repair contracts; • Ensures budget control and cost management of each repair file; • Ensures accountability for RRAP program expenditures; • Provides annual budget forecasts for RRAP. |
| On-Site Inspections | <ul style="list-style-type: none"> • Inspects construction repair projects to ensure that the work by KZA carpenters meets National Building Code and CMHC regulations/specifications and standards; • Recommends and enforces a plan to remediate any construction problems in a timely manner; • Meets with homeowner to explain problems and mediates a solution with budgetary requirements; • Complete preliminary and post inspections. |
| Responsible for the reporting and submissions to Residential Rehabilitation Assistance Program (RRAP) | <ul style="list-style-type: none"> • Prepares budgets and reports as requested by Canadian Mortgage and Housing Corporation (CMHC) for eligible funding recipients; • Prepares 'change orders' as required for repairs; • Supervises carpenters and construction laborer's; • Provides information to community members concerning eligibility to the Repair (RRAP) program and projects; • Provides accountability for RRAP program expenditures through relevant documentation; • Monitors RRAP accommodation and senior citizen repairs. |
| ACCOUNTABILITY | |
| <ul style="list-style-type: none"> • Accountable to upholding industry standard of all KZA construction repairs, including verifying contractors and sub-contractors' certification; • Accountable for completing all required inspections, and; • Accountable for the safety and well being of workers under the repairs program. | |

| WORKING RELATIONSHIPS | |
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| Interpersonal relationships | <ul style="list-style-type: none"> • Establishes and maintains positive working relationships with co-workers, clients, community members and partners; • Ability to work with public in a professional manner; |

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| | <ul style="list-style-type: none"> Complies with pandemic precautionary measures. |
| Leadership | <ul style="list-style-type: none"> Supervises teams of carpenters and labourers; Confidentiality is required for this position; Leads the crews to ensure that deadlines are met. |
| Team Work | <ul style="list-style-type: none"> Works with internal and external various teams and manage employees. |
| External communications | <ul style="list-style-type: none"> Communicates effectively with outside contractors and government officials. |
| Negotiations | <ul style="list-style-type: none"> Some negotiation skills may be required in dealing with suppliers and contractors. |
| Training | <ul style="list-style-type: none"> Must remain current with carpentry skills; Must remain current with safety guidelines and policies affecting the workplace; May be required to follow training for databases and spreadsheets; Ability to update computer software drafting skills as required. |

| ENVIRONMENTAL FACTORS | |
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| Deadlines | <ul style="list-style-type: none"> Ability to meet short-term and long-term deadlines. |
| Mental and physical effort | <ul style="list-style-type: none"> Ability to provide reports and forecasts in person and as requested in a timely manner; Physical effort required to go on job sites; May be required to perform construction duties. |
| Working conditions | <ul style="list-style-type: none"> Concurrent work demands for projects; Extensive local travel in this position. |
| Cultural competency | <ul style="list-style-type: none"> Awareness of the Kitigan Zibi Anishinabeg culture, language and community. |

| QUALIFICATIONS REQUIRED | |
|---------------------------------|---|
| Education and experience | <ul style="list-style-type: none"> DEP/DEV in Construction or College Level Diploma specializing in Carpentry and Construction or Civil Engineering; 3 years of experience as a head carpenter; 2 years experience in working with a crew of employees. |
| Skills and knowledge | <ul style="list-style-type: none"> Knowledge of National Building Codes; Knowledge of CMHC Policies; Knowledge of Canada Labour Code Part II and Safety Regulations; Knowledge and experience in reading and understanding computer-generated software construction plans; Knowledge and experience in budgeting; Oral and written communication skills in English and French are required for this position; Standard office computer literacy, instant messaging and use of the Internet are required for this position. |

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| Conditions of employment | <ul style="list-style-type: none"> • Ability to acquire and maintain medical certificate of Good Health throughout employment; • Ability to pass a police reference check if considered for the position; • Must not possess any criminal convictions related to this position; • Valid Driver's Licence without restrictions is required for this position; Incumbent must be 21 years and have three years driving experience in order to be an insured driver with a Band vehicle; • Ability to acquire WHIMS, First Aid and CPR Training certification and maintain throughout employment; • Legally able to work in Canada. |
|---------------------------------|--|



2023 —————→ **2045**
Comprehensive Community Planning

Forest Fire Fighters Session

To Be Re-Scheduled

Due to several unforeseen circumstances, we had to postpone the session. I will contact firefighters in the next few weeks to find a suitable date that works for everyone.

Please contact me if you have any suggestions or questions:

francine@whiteduck.com

or

Tel or Text: 403-850-3089

Megwetch for your understanding!

***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 OPPORTUNITY – 1st posting

POSITION: Director of Education

LOCATION: KZES Admin Office (37 Kikinamage Mikan, Maniwaki, QC J9E 3B1)

WORK SCHEDULE: 35 hours a week. Monday to Friday

TERM: Indeterminate. Full time.

SALARY: \$89,317 - \$119,087
Salary to be based on experience according to the Quebec English School Salary Scale

SUMMARY:

The Director of Education is responsible for delivery of various education programs while promoting our culture, history and Anishinabe Algonquin language. The Director of Education directs and controls all activities of the Kitigan Zibi Education Sector system in accordance with approved practices by planning, leading, organizing, directing, controlling operations, finances and personnel.

PREAMBLE:

If you are interested in applying for this position and are able to demonstrate that you meet the mandatory basic requirements, please present your: cover letter, updated resume, copy of your degrees, diplomas/certificates, work references and police reference check to the attention of **Anita Stevens at the KZES Admin Office by Thursday November 24, 2023 at 4:00 p.m. (EST).**

Contact information:

Email: anita.stevens@kza.qc.ca
Phone: **819-449-1798**
Location: **KZES Admin Office** (37 Kikinamage Mikan, Maniwaki, QC J9E 3B1)

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.

The Kitigan Zibi Anishinabeg practices a preferential hiring policy. Applicants must possess the basic requirements at the time of the deadline.



KITIGAN ZIBI Education Sector Director of Education

Job Description

GENERAL INFORMATION

Job Title : Director of Education
Category : Professional
Sector : Kitigan Zibi Education Sector
Location : Kitigan Zibi Education Sector Building
37 Kikinamagan Mikan
Terms : Full Time—Indeterminate
Hours : 35 hours per week
Salary : \$89,317 - \$119,087
Salary to be based on experience according to the Quebec
English School Salary Scale
Immediate Supervisor : Band Council Portfolio Holder
Date of Job Description : November 2023

KZES MISSION STATEMENT

The Education Sector helps children and youth in our various education programs to develop and learn in an environment that focuses on learning while promoting our culture, history and Anishinabe Algonquin language. Our current system of education aims to ensure that high levels of learning occur for all students. The Kitigan Zibi Kikinamadinan and Pakinawatik School's mission in cooperation with the Kitigan Zibi community are to create opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value lifelong learning, and become responsible contributing citizens of their community, the Anishinabe/Algonquin Nation, and society at large.

CLIENT SERVICE RESULTS

The Director of Education directs and controls all activities of the Kitigan Zibi Education Sector system in accordance with approved practices by planning, leading, organizing, directing, controlling operations, finances and personnel.

KEY DUTIES

- Plan, develop, and manage the delivery of programs and services for multiple KZA stakeholders.
- Develops related program policies, procedures and guidelines.
- Leads the monitoring and reporting of programs; identifying gaps, deficiencies barriers, impeding program delivery to ensure compliance and quality delivery.
- Provides advisory services to the Chief and Council, staff, families and other stakeholders on programs and services.
- Develops and presents briefing notes, speaking notes, MOU's, collective prescription agreements, annual operational plans and various executive level and management reports.
- Represents the organization at public hearings, conferences, forums, committees, and working groups to exchange program information and best practices, to explore special initiatives (e.g. Service partners, joint ventures, MOU's, etc.).
- Attends committee/board meetings at the college/university level.

- Attends and actively participates in First Nations Education Council Committee meetings at the regional level and First Nations education meetings/symposiums at the national level.
- Responsible for keeping informed of developments taking place in regards to First Nations Education and non-First Nations Education.
- Networks with local, provincial, national, First Nation and non-First Nation organizations to stay abreast of current trends and topical areas.
- Lobbies senior officials within the federal and provincial governments on a variety of jurisdictional issues.
- Researches, reads, etc. and remains current in regard \s to education issues.
- Plans, administers and maintains contribution agreements and contracts to ensure compliance.
- Develops and maintains effective working relationships with local, regional, provincial counterparts and agencies.
- Plans, manages and monitors the performance of staff, material and financial resources.
- Reviews/proposes program/curriculum changes and implementation within the education system.
- Negotiates and implements program delivery by a variety of post secondary institutions.
- Ensures that there is a periodic review of all programs, policies and guidelines;
- Coordinates and leads program reviews.
- Oversees the post secondary student support program.
- Oversees and manages the operations of Wazoson.
- Responsible to carry out all other related duties which are required for the effective and positive functioning of the Education Sector.
- Negotiates and prepares third party contracts for approved service delivery.
- Responsible to develop, implement and coordinate special programs, example, Special Education, Cultural Center, Information Technology, Algonquin language, etc., as required.

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of program planning, administration, monitoring, performance evaluation, and reporting.
- Theories, principles, and practices of human sciences.
- Theories, principles, and practices of various quality improvement strategies related to risk-management, ethical dilemma problem-solving, information management, and employee performance management.
- Knowledge of governing municipal, provincial and federal legislative, regulatory and policy requirements specific to the delivery of Education programs including the Privacy Act, Privacy Laws, Education Act of Quebec, Indian Act, and Occupational Health and Safety Laws.
- Knowledge of KZA/KZES policies, KZA Human Resources Manual, KZA Finance Policy, and KZA Code of Ethics, KZA Workplace Harassment and Violence Prevention, and KZA Multidisciplinary Protocols.
- Trends, developments, leading practices and innovation in the field of Education and changes/new direction of governing and/or new legislations, regulations and policies.
- Communication skills when representing the organization with stakeholders and when providing advisory services to leadership/staff.
- Managerial skills to effectively plan, manage, mentor and evaluate staff performance, to develop HR staffing plans and contingencies. (e.g. Back-up and succession plans); and to plan, manage and account for financial resources.
- Consultation and negotiation skills to exchange best practices, to explore joint initiatives and negotiate agreements and MOU's.

CONTACTS

- Maintains positive relationships with parents, co-workers and community members.
- Addresses community member' requests and concerns in a timely manner.
- Delivers presentations to stakeholders at band meetings and other forums on Education service delivery in KZA.
- Negotiates agreements, joint ventures and MOU's at the regional level on the delivery of Education services to the community.
- Liaise with other Education Directors, providers, boards, and funding bodies to discuss mutual areas of Educational coordination and cooperation.
- Provides policy advice and guidance on program issues to stakeholders, the Chief & Band Council and other KZA sectors.
- Investigates and mitigates concerns raised by community members.
- Maintains close liaisons, coordinates and provides support to other sectors of KZA.

MANAGERIAL/SUPERVISORY

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| Human Resources: | <ul style="list-style-type: none"> ▪ Responsible for the planning and coordination of all human resources in the Education Sector. ▪ Meets with sector coordinators, (Wazoson, Pakinawatik, KZ School, Cultural Center, Odekan, etc.) on a periodic basis to get updates of their programs and to have feedback. ▪ Meets with Kitigan Zibi Kikinamadinan staff on a periodic basis and as required individually and as a group. ▪ Plans, assigns, monitors and evaluates performance; identifies training and development needs and recommends training and disciplinary action if required. ▪ Leads or participates on working groups and project teams; defines goals and priorities and assigns work to team members. ▪ Provides orientation to new employees. |
| Financial Resources: | <ul style="list-style-type: none"> ▪ Develops financial plans and presents budget forecasts for operational and maintenance expenditures to the Band Council; allocates and monitors funding across program areas in accordance with funding agreements. ▪ Verifies receipt of goods and services; authorized payment for purchased services under contract with the authority to withhold funds to contractor's when work is not in accordance with contract terms and conditions. |
| Material Resources: | <ul style="list-style-type: none"> ▪ Care and custody of all educational equipment utilized by Educational staff, ensuring that materials are safeguarded and maintained. ▪ Care and custody of computers and peripherals for the sector. ▪ Care and custody of all KZES transportation and other vehicles. ▪ Care and custody of files to maintain and protect confidentiality of sensitive educational information. ▪ Coordinates and authorizes KZES building and site maintenance. (e.g. ventilation, power outages). ▪ Oversees the maintenance of all grounds and facilities under the education sector. |

| ENVIRONMENTAL FACTORS | |
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| Psychological and Physical Effort: | <ul style="list-style-type: none"> Manages medium to high level stress and multi-tasks daily; Required to respond to multiple and concurrent demands and conflicting priorities. May be required to deal with dissatisfied/aggressive individuals. Strong interpersonal mental health; May be required to intervene in precarious situations. |
| Working Conditions: | <ul style="list-style-type: none"> Works in an office setting. May be required to attend occasional community activities/events to represent KZHSS. Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. |

| INCUMBENT QUALIFICATIONS | |
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| Education and Experience | <ul style="list-style-type: none"> University diploma. At least 3 years in a managerial position, demonstrated experience in managing financial, staff resources, and providing advice/guidance to a stakeholder community. |
| INCUMBENT COMPETENCIES | |
| Knowledge: | <ul style="list-style-type: none"> Knowledge and awareness of the KZA culture and community. Theories and principles of program planning and service delivery. Knowledge and understanding of KZA Educational needs and related concerns. Knowledge of various computer software programs conducive to an office setting. Knowledge of federal regulations related to First Nations education. Knowledge of First Nations policies regarding education. |
| Abilities: | <ul style="list-style-type: none"> Research, analytical, and decision-making skills. Planning, organization and coordination skills. Monitoring and reporting skills. Ability to develop and deliver presentations and to conduct negotiations. Ability to communicate orally and in writing. Ability to manage staff and financial resources. Ability to plan and manage project teams. Ability to work independently in a creative way. Good management skills. Good planning and organizational skills. Excellent attendance. Ability to make presentations to large or small audiences. Ability to travel. |
| Personal Suitability: | <ul style="list-style-type: none"> Discretion and diplomacy Reliability Mental caliber to withstand or support emotionally-charged or potentially unpleasant situations Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment |

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| | <ul style="list-style-type: none"> ▪ 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 the age of 21 in order to be an insured driver with a KZA band vehicle. ▪ Enhanced Criminal 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; ▪ Must provide 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. |
| Assets: | <ul style="list-style-type: none"> ▪ French and English strong verbal and written communication skills. ▪ Knowledge of the Algonquin language. |

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 | |
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| 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 |

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| | <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 |

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| 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. |

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| 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; |

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|----------------------------|--|
| | <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 | |
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| 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. |



JOB OPPORTUNITY-2nd Posting

POSITION: Language and Culture Special Events Coordinator

LOCATION: Kitigan Zibi Education Administration Office

TERM: 35 hours per week. Annual Renewable Term Contract subject to funding availability.

SALARY: \$ 27.17 per hour (Annual Salary is \$49,456.00)
As per KZES Salary Scale - Job code #2104

PREAMBLE:

Under the Supervision of the Director of Education the Language and Cultural Coordinator will develop and promote cultural and language programming in Education Sector services and/or the KZA community.

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements; please submit your **updated resume, proof of education/certificates and police reference check** to the attention of Anita Stevens at the Kitigan Zibi Education Sector situated at 37 Kikinamage Mikan, Maniwaki, Quebec J9E 3C9 **by Friday November 24, 2023 at 4:00 p.m. EST**

Contact information:

Email: anita.stevens@kza.qc.ca
Fax: 819-449-5570
Phone: 819-449-1798

Preference will be given to Kitigan Zibi Anishinabeg Band Members in accordance to Kitigan Zibi's preferential hiring policy. The first posting is intended to seek qualified and fluent/semi fluent Algonquin Language speakers from the Kitigan Zibi Band Membership.



KITIGAN ZIBI EDUCATION SECTOR **Language and Cultural Coordinator** **JOB DESCRIPTION**

| GENERAL INFORMATION | |
|---|--|
| Job Title | Language and Culture Special Events Coordinator |
| Category | Technical |
| Sector | Kitigan Zibi Education Sector (KZES) |
| Location | Administration Office |
| Terms | Annual Renewable Term Contract Subject to Funding |
| Hours | 35 hours per week Monday-Friday (May need to work some week-ends) |
| Salary | \$27.17 per hour (\$49,456.00 Annually) Job code #2104 |
| Immediate supervisor | Education Director |
| Date of job description | August 2023 |
| JOB SUMMARY | |
| Under the Supervision of the Director of Education the Language and Culture Special Events Coordinator will develop and promote cultural and language programming for Education Sector services and/or KZA community. | |
| RESPONSIBILITIES | KEY DUTIES |
| Administrative Component | <ul style="list-style-type: none"> • Prepares monthly and annual plans for the delivery of a quality culture and language service; • Develops culturally relevant and age appropriate programming in the Algonquin Language for weekly, monthly and yearly cultural activities; • Coordinates special events and activities aimed at reinforcing the use of the Algonquin Language and Culture (monthly socials, weekly films, online classes, professional development for teachers several times per year); • Maintains confidentiality and a professional demeanor; • Assists in the compilation and upkeep of administrative files and statistical records; • Develops program guides, pamphlets and promotional material; • Follows and enforces safety guidelines, regulations and obligations which are mandatory by law; • Maintains a log of all activities carried out during duly assigned periods; • Prepares funding reports and proposals for continued funding |

| | |
|--|--|
| | <p>as per agreements;</p> <ul style="list-style-type: none"> • Acquires quotations for authorized program expenditures. |
| Program Coordination and Implementation | <ul style="list-style-type: none"> • Ensures the inclusion of elders and Algonquin speakers in all facets of the program; • Ensures the inclusion of youth; • Coordinates the delivery of culturally relevant programming for all KZEC facilities using the Algonquin Language in accordance to approved planning; • Develops a monthly calendar; • Develops, reviews and monitors program delivery and carries out appropriate and approved changes; • Secures material and human resources, oversees logistics and acquires approval to implement program delivery; • Implements language training and language classes per week online and a monthly in person language learning session. • Plans and implements an activity for June 21st, September 30th, Cultural Day in October, Pow Wow, monthly round dance or social, a monthly activity for youth and students. |
| Communications and Public Relations | <ul style="list-style-type: none"> • Carries promotion and awareness campaigning of the Algonquin Algonquin language in Kitigan Zibi and within the KZA website; • Undertakes an awareness campaign in cultural and language revival and sustenance (online, in writing, on a website, etc.). |

| ACCOUNTABILITY | |
|-----------------------|---|
| | <ul style="list-style-type: none"> • Abides by all KZA/KZES Policies including: <ul style="list-style-type: none"> ○ KZES Policies and Procedures Manual ○ KZA Strategic Plan ○ KZA Language Plan ○ The KZA Human Resource Manual ○ KZA Code of Ethics |

| 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. • Excellent attendance. |
| Team Work | <ul style="list-style-type: none"> • Works collaboratively as a team and independently as required; • Participates in KZES meetings as required and participates in |

| | |
|---------------------|--|
| | staff meetings; <ul style="list-style-type: none"> • Holds a weekly team meeting. |
| 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, Food Handling); • Available and willing to travel for training purposes. • Organizes training for the language and culture team. |

| ENVIRONMENTAL FACTORS | |
|-----------------------------------|---|
| Deadlines | <ul style="list-style-type: none"> • Meets work objectives within established time frames; • Manages time effectively; • Ensures reporting requirements are completed within required timeframes. |
| Mental and Physical Effort | <ul style="list-style-type: none"> • Manages low level stress and multi-tasks daily; • Mental alertness to changing situations.; • Strong interpersonal mental health; • Mental caliber to withstand or support emotionally-charged situations. |
| Working Conditions | <ul style="list-style-type: none"> • Mainly indoors but can be expected to work at outdoor events or on the land; • May be required to use KZES vehicles on occasion. |
| Cultural competency | <ul style="list-style-type: none"> • Knowledge and awareness of Kitigan Zibi culture, history and community. |

| QUALIFICATIONS REQUIRED | |
|---|--|
| Education and Experience | <ul style="list-style-type: none"> • High school Diploma with Knowledge of Algonquin Language and Culture or Two (2) years combined experience undertaking program planning and delivery with knowledge of the Algonquin Language and Culture. |
| Skills and Knowledge | <ul style="list-style-type: none"> • Oral fluency in Algonquin, mandatory; • Willing and able to work flexible hours as required; • 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 and software; |
| Conditions of employment require | <ul style="list-style-type: none"> • No criminal conviction related to the field of work and ability maintain throughout employment; |

| | |
|--|---|
| <p>the candidate to maintain these licences/certification throughout employment</p> | <ul style="list-style-type: none"> • Must provide medical certificate of good health if required for the position; • Valid First Aid and CPR Training Certification or ability to acquire training within three months of hired and maintain certification; • Valid Driver's licence and ability to maintain throughout employment; Must be 21 years old with three years driving experience in order to drive a Band Vehicle; • Must follow all safety precautions and protocols. • Legally able to work in Canada. |
|--|---|

BUILDING READERS®

How Families Can Help Children Become Better Readers

Kitigan Zibi Elementary School

Increase the fun factor in your family's regular reading routines

Reading together every day is one of the most important things you can do for your child's academic success. To build excitement about reading:

- **Find new reading spots.** Pick fun, unusual places to read. Build a fort with blankets and couch cushions. Or, bundle up and read outside.
- **Read as a team.** Have your child follow words with a finger while you read. Or, take turns reading pages to each other.
- **Plan a performance.** Choose a favorite passage to recite and help your child master it.
- **Find a book-inspired craft activity** to complete together after reading a book.
- **Celebrate reading success.** When your child reaches a goal (such as 100 reading minutes in a week), do something special!



Practice using synonyms and antonyms with the whole family

Here's a simple way to work on *synonyms* (words with the same meaning) and *antonyms* (words with the opposite meaning) with your child during family time. Divide two pieces of paper into three columns. Then:

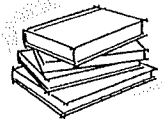
1. **In the first column,** describe yourselves in positive terms. For example, "I am ... kind, generous."
2. **In the second column,** write a synonym for each word. ("I am ... nice, giving.")
3. **In the third column,** write an antonym for each word. ("I am not ... mean, stingy.")
4. **Exchange pages.** Read about each other. Then play the game again—this time describing the other person.

Serve the community by reading aloud to others

Does your elementary schooler enjoy reading aloud? If so, your young reader can brighten other people's days by reading to them.

Together, research places where you and your child can volunteer to read to others. Look into:

- **Local day care centers.**
- **After-school programs.**
- **Retirement homes.**
- **Libraries.**
- **Community centers.**



A dictionary game builds your child's vocabulary

Open a dictionary to any page. Have your child point to a place on the page without looking. Then, try to define the word closest to where your child pointed. Take turns being the pointer and guesser. A correct definition equals one point. See who can get to 10 points first.



Children need fluency role models

Did you know that just by reading to your child, you are building your child's fluency? When you set an example by reading smoothly—with emotion and enthusiasm—you show that good reading is similar to talking. It flows with ease. Other ways to do this are to listen to audiobooks together and attend library story times.

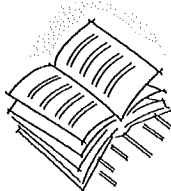
To foster fluency, have your child read aloud to you and other family members regularly.



Strategies for reading nonfiction texts

Reading nonfiction text is a lot different from reading a novel. To develop the skills needed to get the most from assigned readings, encourage your child to:

- **Preview the text.** Before reading, have your child skim the text and look at the pictures, headings and words in bold type. Your child should ask, "What do I already know about the topic and what do I expect to learn?"
- **Use active reading strategies.** Your child can take notes and summarize small sections.
- **Think analytically.** Your child should think about how the text relates to real-world examples or personal experiences. Does your child know the author's purpose?
- **Extend learning.** Suggest your child research related topics and find additional sources of information.



Comprehension improves with movement

Research suggests that students can improve their reading comprehension and memory by moving around and acting out what they've read. Acting out a phrase or a passage can help kids make connections between the words on a page and real actions. After reading a story with your child:

- **Plan a puppet show** and act out a few scenes from the story together.
- **Dress up as characters** and use props from around the house to reenact exciting scenes.
- **Challenge your child** to act out the story as you read it aloud.



Source: M.P. Kaschak and others, "Enacted Reading Comprehension: Using Bodily Movement to Aid the Comprehension of Abstract Text Content," *PLOS ONE*, Public Library of Science.

Make your own greeting cards!

Making greeting cards is a creative activity that involves reading and writing. With your child, make a list of birthdays, holidays and other events. Then, your child can create a special card for each by decorating the front of a folded sheet of paper and writing a short message inside.

Encourage your child to read cards in stores to get ideas about what to write.

For lower elementary readers:

- ***Luke on the Loose*** by Harry Bliss. What's it like to be a pigeon in New York? Luke finds out when he chases a flock in this comic-book adventure.
- ***Chloe and the Lion*** by Mac Barnett. When Chloe gets lost in the woods, an argument breaks out between this book's author and illustrator, who have different views of how the story should end.



For upper elementary readers:

- ***Because of Mr. Terupt*** by Rob Buyea (Yearling). Seven fifth-grade students start their school year, each bringing a unique perspective to Mr. Terupt's class.
- ***The New Kid*** by Mavis Jukes. Carson is moving from a small school where he knows everyone to a new town and a new school. Join him for all of the adventures he has in store!



Q: Playing video games is my child's favorite activity. How can I get my child to spend more time reading instead?

A: It can be difficult to motivate some kids to read—especially when there are so many entertainment options available. Place limits on recreational screen time. Keep irresistible reading materials around the house. Many young readers love magazines and graphic novels. Look for materials based on your child's favorite shows or games.

Building Readers®

How Families Can Help Children Become Better Readers

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Editor: Rebecca Hasty Miyares.

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1-800-756-5525
www.parent-institute.com



POSTPONED

ODEKAN HEADSTART

PARENTS:

EARLY CHILDHOOD WEEK

Nov 20-24, 2022

***KEEP AN EYE IN THE COMING FLYPER**

FOR A WEEK OF FUN ACTIVITIES AND

DRAWS FOR CHILDREN 0-6 YRS OLD

**NOVEMBER 20TH
NATIONAL DAY OF THE
CHILD**

Kitigan Zibi Kikinamadinan



Beware: New Date
Hoo Hoo Hoo!

Join us for the
**Nightmare
Before
Christmas**

BOOKFAIR

DECEMBER 11-15th
3-8 pm everyday

Cash & Interact Accepted



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

INDIGENOUS ART CONTEST

9 CASH PRIZES



EMERGING ARTISTS & DESIGNERS

(ALL AGES & LEVELS)

1ST PLACE \$1000
2ND PLACE \$500 (2 WINNERS)
3RD PLACE \$300 (2 WINNERS)
4TH PLACE \$200

YOUTH ARTISTS & DESIGNERS

(AGES 12-18 YEARS)

1ST PLACE \$500
2ND PLACE \$300
3RD PLACE \$200

Artwork featured: Kwakiutl Artist Jackson Robertson
2021 design contest winner

**DEADLINE EXTEND
TO DECEMBER 8!**

GUIDELINES:

Send your submission to:
contests@veromanagement.ca

Artwork must be designed by an
Indigenous person. Submissions must be
vector format and be received by
December 8, 2023.

Design should celebrate Indigenous
culture. It is optional to incorporate
a construction theme. Consent for
use as agreed. Please specify
the category of entry.

QUESTIONS? CALL 250-714-4054 OR EMAIL CONTESTS@VEROMANAGEMENT.CA

SPONSORED BY:

Inflector is excited to support Indigenous art. The winning designs may be used on select corporate or promotional items in agreement with the artist. As a trusted and reputable corporation, we commit to protecting artists & their rights.

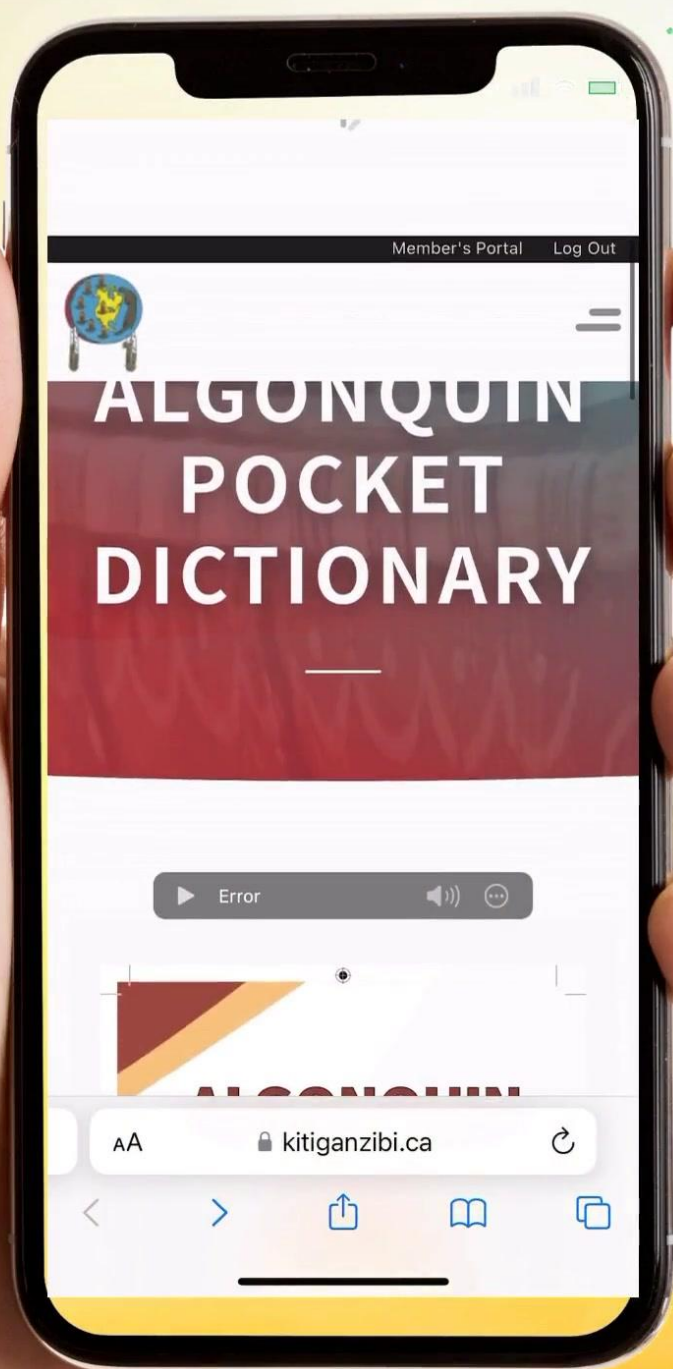
CHECK OUT INFLECTOR.CA



Inflector
ENVIRONMENTAL SERVICES

Algonquin Pocket Dictionary Online

WANT TO LEARN ALGONQUIN
FROM HOME? FOLLOW ALONG,
LISTEN AND LEARN.



Go to
www.kza.qc.ca

Click
Departments Tab

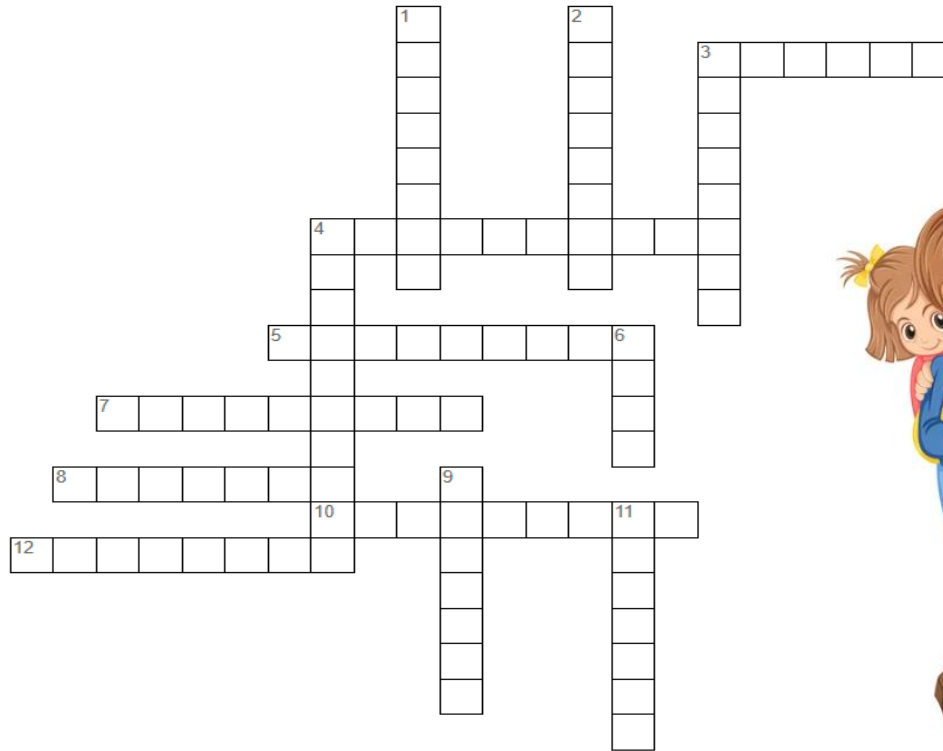
Click
Education

Scroll down and
Click
Learn
Anishinabemowin
Algonquin



Nidodemag - Part 2

Fill in the crossword using your Anishinábemowin Lexicon. Send your completed puzzle to odaminowin2021@gmail.com or drop it off at the Cultural Center for your chance to win a prize!



Across

- 3 my brother-in-law or sister-in-law
- 4 my daughter-in-law
- 5 my son-in-law
- 7 my aunt (my mother's sister)
- 8 my sister-in-law (woman)
- 10 my uncle (my mother's brother)
- 12 my younger sibling

Down

- 1 my older brother
- 2 my sister (woman)
- 3 my older sister
- 4 my uncle (my father's brother)
- 6 my brother-in-law (man)
- 9 my aunt (my father's sister)
- 11 my brother (man)

Word Bank

ningwan

niwìnim

niseyenz

ninoshenj

ninànganikwe

nidàngwe

nimisenzen

nijisheng

niwìkànis

nishìmenj

niwìdigik

niwità

nimishòmenj

nizigos

Òde means family.

Nidòdem means my family.

Nidòdemag means all my family.

You will notice that all the words begin with the ni prefix as you are speaking of “my” family members. If you wish to speak of “your” family you would use the “ki” prefix. For example, kidòdem meaning your family. If you wish to speak of “his or her” family you would not use any prefix and/or use the person’s name instead. For example, Pìen òdemag meaning all of Peter’s family.



KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3B1 Tel: (819) 449-5170 Fax: (819) 449-5673

Winter Program Workers Employment 2022

General Labourers (3 Labour positions)

Applications are now being accepted for the Winter Program within Kitigan Zibi. (Formally the Rink Maintenance and Winter Component Workers). The salary will be \$17.03 hour.

Successful applicants will be scheduled to work at the rink and to shovel eligible clients' home and other designated locations and areas, and other general labour tasks as directed by the Winter Program Forman.

If you are interested in being considered for these positions, please complete the attached application form and submit it to Janet Brascoupe, Employment/Training Officer at the Band Office (819-449-5170) by Thursday, November 23, 2022 at 3:00 p.m.

Applications received after this date will not be considered. There will be no interviews for these positions.

General Conditions:

Schedule and flexible work hours (40 hours per week rotational), with weekend and holiday schedule, depending on weather conditions. This includes weekends. Work hours may be modified with the approval of the Community Services Director.

No interviews will be held. A selection committee will choose the employees for the upcoming season. The following criteria will be taken into account:

1. Attendance record on previous jobs.
2. Prior work performance (history).
3. General good health. Selected workers must sign an attestation that they are physically fit to carry out labor intensive work.
4. Criminal Record Verification. Selected workers must provide a Criminal Record Verification.
5. All KZA employees are obligated to sign a Work Code of Ethics and Oath of Confidentiality form.
6. Shovels will be provided.
7. Must have a valid driver's license and a legally registered truck/vehicle capable of carrying sand/salt, and maintain them throughout employment.

Please submit copies of certificate(s) and license(s) to support any specialized training you may have. Documents will be included in your personnel file. Validation of credentials/licenses will be made.

If you are interested in being considered for these positions, please complete the attached application form and submit it to Janet Brascoupe, Employment/Training Officer at the Band Office (819-449-5170) by Thursday, November 23, 2022 at 3:00 p.m.

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

WINTER PROGRAM WORKERS EMPLOYMENT 2023 APPLICATION FORM

Deadline to apply: Thursday, November 23, 2023 @ 3:00 p.m.

Name: _____

Address: _____

Date of Birth: ____/____/____ (Must be 18 years of age)

Year Month Date

Telephone number/s: (h): _____ (cell): _____

Do you possess a valid Driver's license and legally registered, insured vehicle? (Required for this position, copy of driver's license and proof of vehicle must be attached) Yes ____ No ____

Do you possess a valid Quebec Health Card? Yes ____ No ____

Have you received Employment Insurance (EI) Benefits in the last 52 weeks? Yes ____ No ____

Do you have your First Aid certificate Yes ____ No ____

CPR certificate Yes ____ No ____

Do you have training as a Brushcutter? ____ Chainsaw Operator? ____

Other: _____

Please list or attach a resume of any other skills, certificates etc you may have.

Signature: _____

Date: _____



KITIGAN ZIBI ANISHINABEG COMMUNITY SERVICES

Winter Program Worker

Job Description

GENERAL INFORMATION

Job Title : Winter Program Worker
Category : Manual Labour
Sector : Kitigan Zibi Community Services
Location : Kitigan Zibi Health and Social Services
Kitigan Zibi Quebec
Terms : On-contract - Term/Seasonal/Week-end shifts
Hours : 40 hours per week, flexible hours and weekends/holidays
Salary : \$17.03 per hour
Immediate Supervisor : Winter Program Foreman
Date of Job Description : November, 2023

KZA MISSION STATEMENT

Kitigan Zibi Anishinabeg through its peoples shall strive to achieve a balanced society where every member has equal opportunity to fulfill their individual potential in a safe sustainable environment on traditional lands, where the spiritual, cultural, physical and mental well-being can be achieved and where basic human needs can be attained.

CLIENT SERVICE RESULTS

The Winter Program Worker provides snow, ice and debris removal as well as salting/sanding services to designated areas of eligible clients' homes, and other designated areas, during periods of inclement weather. They will also water, shovel and maintain the ice rinks, complete general maintenance of the equipment, rink shack, toilets and surrounding area, as well as other general labour tasks as directed by the Winter Program Foreman.

KEY DUTIES

- Shovels, clears and applies de-icing compounds or sand to designated areas of assigned client homes/community buildings (e.g. Community buildings (Hall, Kiweda Group Home, Training Center, etc); shovels entrances, ramps, outdoor steps, mailbox/garbage/ recycle bin areas, before client departure times or scheduled events/activities;
- May be requested to shovel a second entrance if time permits;
- Develops a good rapport with clientele;
- The shoveling of entrances must be large enough for the ambulance drivers to bring a stretcher into the home;
- Shovel pathway to the vehicle;
- When shoveling do not pile snow up on the porch;
- Shovel by the garbage and recycling bins;
- You may have to go twice a day;
- We may change your clientele without notice as the season progresses;
- All labourers would be expected to perform other general labour tasks as directed by the Winter Program Foreman;
- Responsible for the maintenance of the rink through watering and the removal of snow;
- Checks and maintains all equipment on a regular basis;
- Maintains the rink, rink shack toilets and surrounding areas daily;

- At all times accounts, documents and relays necessary information to Foreman, including client questions or concerns, and that safety issues are brought to the attention and remedied by pertinent sectors;
- Other general labour duties as specified by the Winter Program Foreman.

KNOWLEDGE AND SKILLS

- Effective interpersonal communications skills, ability to build rapport with others.
- Knowledge of all relevant KZA policies: KZA Code of Ethics, KZA Human Resources Manual and Privacy Laws.

CONTACTS

- Maintains positive relationships with residents, clients, co-workers, youth, parents, caregivers and community members;
- Informs Supervisor of any concerns, questions and submits accurate reports in a prompt and efficient manner.

OTHER RESOURCES

| | |
|----------------------|---|
| Human Resources: | ▪ Not applicable in this position. |
| Financial Resources: | ▪ Not applicable in this position. |
| Material Resources: | ▪ A \$50 per day gas allowance will be available. |

ENVIRONMENTAL FACTORS

| | |
|------------------------------------|--|
| Psychological and Physical Effort: | <ul style="list-style-type: none"> ▪ Uses proper techniques to carry or lift heavy objects; ▪ Demonstrate physical and mental stamina on planning, preparing and maintenance of the rink ice; ▪ Meet and keep deadlines; ▪ Ability to exercise good judgement. |
| Working Conditions: | <ul style="list-style-type: none"> ▪ Required to attend professional workshops and/or workplace safety training within KZA; ▪ Required to work early morning hours depending on snowfall; ▪ Required to work flexible hours outside of normal hours, such as on weekends and holidays. Can be prolonged hours during certain temperatures; ▪ Required to work outdoors in adverse and inclement weather conditions; ▪ Exposure to cleaning chemicals; ▪ Possible contact with communicable diseases, body fluids such as vomit, blood, spittle, urine and feces; ▪ Rink must be ready for use for scheduled rink hours. |

INCUMBENT QUALIFICATIONS

| | |
|--------------------------|---|
| Education and Experience | <ul style="list-style-type: none"> ▪ Must be in good physical condition to perform manual labour; ▪ First Aid/CPR certification (if not, must undergo training, when available); ▪ Workplace Hazards Information Management Systems (WHIMS) (if not, must undergo training, when available). |
|--------------------------|---|

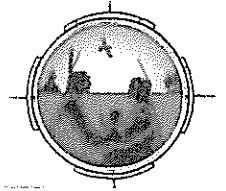
INCUMBENT COMPETENCIES

| | |
|------------|---|
| Knowledge: | ▪ Knowledge and awareness and Algonquin culture and communities. |
| Abilities: | <ul style="list-style-type: none"> ▪ Monitoring and reporting skills; ▪ Ability to communicate in English; ▪ Basic knowledge of reading and writing in English; ▪ Able to communicate in French or Algonquin is an asset; |

| | |
|---|--|
| | <ul style="list-style-type: none"> ▪ Able to communicate with youth, parents, caregivers and community members. |
| Personal Suitability: | <ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to work with little to no supervision, establish own workload and possess strong work ethics and interpersonal skills; ▪ Ability to grasp, bend, lift, carry, move, push goods weighing a minimum of 75 lbs. or more; ▪ Honest and trustworthy. ▪ Respectful ▪ Reliable ▪ Possess stress management and time management skills |
| Certification/Licenses to maintain for duration of employment: | <ul style="list-style-type: none"> ▪ 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; ▪ Must provide 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. ▪ Driver's Licence and Vehicle Registration maintain throughout employment |
| Teamwork | <ul style="list-style-type: none"> ▪ Work in collaboration with co-workers |

NOTE: The Winter Program Worker is not responsible to remove snow from roofs (of homes, porches, or sheds), or to shovel a path to any other structure than the main residence. The Winter Program Worker is also not responsible for clearing entire driveways or to remove snow for the benefit of any of the client's family members.

Flu Vaccine Walk in Clinic



At the Health Centre

For all ages

November 16 (Thursday) morning 8:30 am – 11:30 am & afternoon 1:30 pm – 4:00 pm

November 21 (Tuesday) afternoon only from 1:30 pm - 4:00 pm

Pneumovax 23 vaccine will also be available for those who are eligible. Please speak to a Nurse to see if you are eligible.

For elders with severe mobility issues please call to leave your name with the Health Centre receptionist, a home visit may be available.

For any questions about any of the vaccines offered please call a Nurse or ask your questions at the clinic.

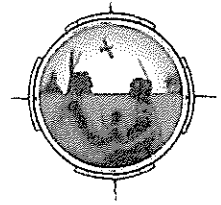
Thank you,

Clinic Team ☺

Please note that the Flu and COVID-19 vaccine will be available on the same days.

You are able to receive both at the same time if you choose.

COVID-19 Booster Walk in Clinics



At the Health Centre

For ages 18+

November 16 (Thursday) morning 8:30 am – 11:30 am & afternoon 1:30 pm – 4:00 pm

November 21 (Tuesday) afternoon only from 1:30 pm - 4:00 pm → *Last Clinic for Covid.*

****All people ages 18+ who received their last dose more than 6 months ago are encouraged to receive their booster dose, regardless of the total number of doses received. The Spikevax (previously known as Moderna) XBB.1.5 will be available.**

It is recommended to wait 3 months after a COVID-19 infection before receiving a new dose of the vaccine.

For elders with severe mobility issues please call to leave your name with the Health Centre receptionist, a home visit may be available.

Thank you,

Clinic Team ☺

Please note that the Flu and COVID-19 vaccine will be available on the same days.

You are able to receive both at the same time if you choose.



ADDICTION

NATIONAL ADDICTIONS AWARENESS WEEK **NOVEMBER 19-25 2023**

It is this time where we remember those we've lost to addiction, acknowledge those who are currently suffering from addiction, and congratulate those who've overcome addiction. Know that you are not alone, and we at KZHSS support you and offer services, should you need them.

For support or information regarding addictions,
contact Gabriel Ottawa at 819-449-5593 ext. 2601 or email gabriel.ottawa@kza.qc.ca

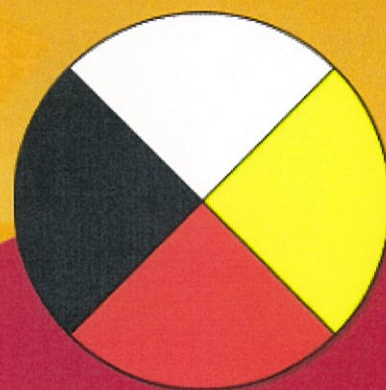
Aftercare and Avoiding the Use of Drugs and Alcohol



Overcoming addiction is one of the most challenging yet rewarding experiences a person can go through. Reaching and maintaining sobriety is a reflection of your own strength and dedication to live a better life. Whether for yourself, your family, friends or fellow community members, take time to appreciate just how far you've come, and how far you'll go.

ALWAYS REMEMBER THIS:

Recovery is about
progression, not
perfection.



Your future is more important than your past

- Use the medicines. Tobacco, sage, sweetgrass and cedar have helped the Anishinabe since time immemorial. Using traditional methods to combat western issues like addiction encourages the revitalization of the culture and its practices. The culture itself both heals and needs healing.

- Practice your favourite hobbies: Watch movies, TV shows, read, learn the language, garden, draw/paint, practice photography, bead, sew, craft, exercise, go fishing, participate in seasonal activities (snowshoeing, swimming, etc.), spend time with friends or family and partake in these activities together.

Always try to remember the reason why you have become sober. Acknowledging this ~~can~~ can help you continue your recovery.

Addiction will not rule
your life as long as you
don't let it.

For support or information contact Gabriel Ottawa at
819-449-5593 ext. 2601 or email
gabriel.ottawa@kza.qc.ca



Alcohol's Link to Cancer

In 2021, the Public Health Agency of Canada estimated around 229,000 people were diagnosed with cancer. According to the World Health Organization, roughly 4% of cancers worldwide the year prior (2020) were attributed to alcohol consumption. If similar statistics occurred in both years, approximately 9,200 cancer patient's conditions can be linked to the consumption of alcohol.

In a study released by the National Cancer Institute, alcohol contributes to cancers developing in the mouth, throat, esophagus, liver and colon. Additionally, in women, certain cases of breast cancer have been found to be linked to alcohol consumption. The World health organization states "When it comes to alcohol consumption, there is no safe amount that does not affect health." Alcohol has been classified as a Group 1 carcinogen by the International Agency for Research on Cancer. Other carcinogens found classified under group 1 are tobacco and asbestos. It is important to note that with however intimidating this information, these rising numbers and rates are as further studies come out, alcohol remains as one of the most preventable risk factors in our lives.

This flyer is made only to educate, in hopes that our community members will read, understand and realize the risks posed by alcohol. News such as this is upsetting, however it should be worth noting that this can be an opportunity to improve our own wellbeing and find our own healthy alternatives. The Anishinabe have survived since time immemorial without the use of drugs and alcohol, perhaps returning to that aspect of our people's former lifestyle is a step in the right direction.

For more information, contact Gabriel Ottawa at gabriel.ottawa@kza.qc.ca or call at 819-449-5593 ext.2601. Stay healthy, stay safe.



KZHS PRESENTS VOLLEY BALL TOURNIE

KZ SCHOOL GYM

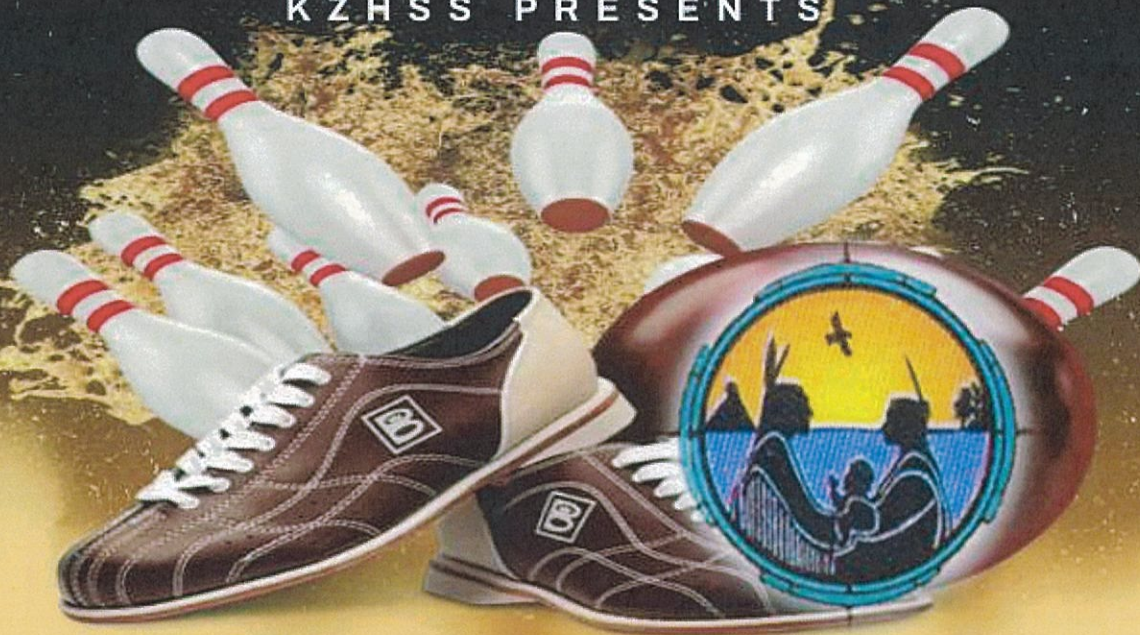
December 9, 2023 From 1:00pm to WE
HAVE A WINNER. Prizes for 1st, 2nd and
3rd PLACE TEAMS.

AGES 14 AND UP

Everyone needs to sign up and
we will be put you on a team.
We will try and make the teams
as even as possible. Please call
819-449-5593 to register.

DOOR PRIZES TO
BE WON

KZHSS PRESENTS



FAMILY BOWLING NIGHTS

MUST CALL KZHSS TO REGISTER YOU
AND YOUR GROUP AT 819-449-5593.

NOVEMBER 28th, 2023

THIS IS NOT A DROP OFF ACTIVITY | DOORS OPEN AT 5PM |
GAMES PAYED FOR UNTIL 7PM | FREE DRINK AND CHIP OR
CHOCOLATE | SHOES PROVIDED

Made with PosterMyWall.com



CHRISTMAS CAROL CONTEST



LET'S HAVE SOME "JOLLY" FUN!

MAKE A CHRISTMAS CAROL VIDEO WITH FAMILY!

RULES:

THE VIDEO MUST HAVE 1 OR MORE PARTICIPANTS OF THE FAMILY.

THE VIDEO MUST BE A MAXIMUM OF 2 MINUTES OR LESS.

SEND THE VIDEO TO MY FACEBOOK MESSENGER: Jacqueline Deschenes.

ALL VIDEOS MUST BE SENT IN BY THURSDAY, NOVEMBER 30TH, 2023 BY 4PM.

REMINDER: WINNERS OF VIDEOS WILL BE POSTED ON ODE WIDOKAZOWIN FACEBOOK PAGE.

PRIZES TO BE WON: CHRISTMAS TURKEY MEAL BASKETS

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ME AT 819-4459-2323

EXT #: 2801 OR

MESSAGE ME (Jacqueline Deschenes) ON FACEBOOK.





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 :

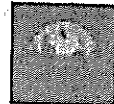
PHONE NUMBER :

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.



Holy Rosary
NEXT MASS
NOVEMBER 19
11:00 AM



MASS FOR: TANIA GAGNON - From family & friends

RAYMOND WHITEDUCK - From family & friends

MAURICE TENASCON - From family & friends

AGNES DUMONT – From Butch & Donna