



KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki (Quebec) J9E 3C9

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Chronological No. - Numéro consécutif

BCR No. 78

BAND COUNCIL RESOLUTION RÉSOLUTION DE CONSEIL DE BANDE

DATE	<u>28</u>	<u>11</u>	AD 20	<u>2023</u>
	DAY - JOUR	MONTH - MOIS		YEAR - ANNEE

At a duly convened meeting held by the Kitigan Zibi Anishinabeg Council on November 28, 2023, the following resolution was enacted:

WHEREAS at a duly convened Kitigan Zibi Anishinabeg (KZA) Council meeting the following resolution was enacted:

WHEREAS the KZA Council acknowledges the high cost of living due to inflation and interest rates;

WHEREAS the KZA Council recognizes that all KZA registered members would benefit from a one-time holiday disbursement to assist in offsetting inflation and to be able to enjoy the holidays with their families;

WHEREAS KZA Council decided to provide the following amounts:

- 1- \$100.00 per band member under the age of eighteen (minor);
- 2- \$200.00 per band member over the age of eighteen;

WHEREAS KZA Council agree that a 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);

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

THEREFORE, BE IT RESOLVED THAT the KZA Council authorizes a one-time holiday disbursement to all KZA band members who apply by the set deadline of December 15, 2023;

BE IT FURTHER RESOLVED THAT the KZA Council authorizes the monies to come from the CtAF monies held in an account by KZA at the Caisse Populaire de la Haute-Gatineau branch.

BE IT FURTHER RESOLVED THAT the KZA Council instructs the administration and finance sectors to set up the process for payment of this one-time disbursement for the 2023 holiday season.

ADOPTED

A quorum for this Band
Pour cette bande la quorum est
consists of
fixé à 4
Council Members
Membres du Conseil

(Councillor - conseiller)

(Chief - Chef)

(Councillor - conseiller)

(Councillor - conseiller)

(Councillor - conseiller)

(Councillor - conseiller)

(Councillor - conseiller)



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 . 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

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: _____

To All Kitigan Zibi Business Owners



2nd Annual Christmas Luncheon

Thursday, December 14, 2022 @ Noon
Community Hall - 311 Fafard St.

A business community get together to hear about what has been said about business development in planning for the future, and what we want to see in Our Community as we grow the business sector, as part of Comprehensive Community Planning.

To confirm attendance:

Contact: Francine@whiteduck.com

Call or Text: 403-850 -3089



Kichi Mìgwech

A big Thank you

A big Thank you goes out to those that joined us at the
Kitigan Zibi Anishinabeg Cabin.

Also, kichi Mìgwech goes out to:

Tony Quedent for giving a workshop on building a shelter
and an International signal in efforts to be found

Tammy Cote for giving us a lesson on moose hair tufting

Johnny Dewache and Coreen So-So Commanda-Dewache
for their moose meat soup

And *Azure McDougall* for the fried bread nuggets

It was a good day to be on the land in our Territory





Kà-Nàgadawenindamodjig Aki, Nibì ashidj Awesìnzag

Land, Water and Animals Advisory Committee

313 Fafard St. Maniwaki Quebec, J9E-3B1

819-449-5170 ext:9025

Survival in the woods workshop Report

December 5, 2023

On Saturday, December 2, 2023 LWAAC and coordinator organized a Cultural Activity day in our homeland.

The objective of this activity is to occupy our territory and to show our presence on the land.

This activity was planned for November 25, 2023, however LWAAC postponed the activity to December 2, 2023 due to unforeseen circumstances.

The activities that were planned are:

- Building a shelter with what is found in the woods for survival until you are rescued.
- Made fire without using matches or lighters.
- We were also shown an International signal to assist in being found and rescued by using 3 tripods and making smoke.
- We also were shown a craft, moose hair tufting. This is one of the many ways to use a moose entirely.

Approximately 10 people in attendance for the activity.





Kà-Nàgadawenindamodjig Aki, Nibi ashidj Awesinzag

Land, Water and Animals Advisory Committee



Job posting

COMMUNICATIONS COORDINATOR

Kahnawake

The **Communications Coordinator** is responsible for implementing the FNHRDCQ's overall communication and promotion strategy. To this end, the incumbent structures and organizes the Commission's communications by undertaking actions and interventions that reflect its image. The incumbent is also responsible for supervising the communications team.

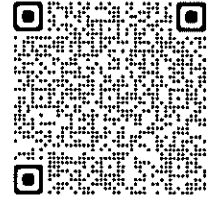
- Are you familiar with the realities of the First Nations and Inuit of Quebec, and do you want to contribute to their professional development?
- Are you passionate about communications, public relations and organizational image management?
- Are you autonomous, creative, organized, and innovative, in addition to having good coordination skills?
- Do you have good leadership, diplomatic and team-management skills?
- Do you have excellent oral and written communication skills in French and English?
- Do you have a university degree in communications or another relevant field?

If so, come and discover our engaging organizational culture! Do not miss this opportunity and send your résumé before **December 19, 2023**, at rh@cdrhpq.qc.ca.

Salary conditions :	According to salary scale, 35-hour week
Mandate duration :	1 year (with possibility of extension)
Workplace :	In person

*With equal qualifications, priority will be given to First Nations.
For more information, please contact the Human Resources Department at rh@cdrhpq.qc.ca.*

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



We are seeking a highly motivated **Waste Advisor** to join our **Waste Process & Data Services** team to provide effective waste management services across CNL missions. The waste advisor provides technical advice and guidance in order to enable CNL to implement safe management and disposal of waste and will have a high level of interaction with customers (waste generators), waste receivers, and functional support groups including RP, Environmental, and Waste Management.

If you are a proactive, customer focused individual with strong communication and problem-solving skills and a passion for delivering waste minimization solutions, we would love you to join our team.

What will you be doing!

- Providing advice and guidance related to the safe management and disposal of waste at CNL
- Solve technical waste challenges across CNL missions
- Maintain relationships with customers, waste receivers, and functional support groups including RP, Environmental, and Waste Management.

What we are looking for:

Education:

- Graduation from a recognized institute of advanced technology in a field relevant to the position, or equivalent formal education OR Secondary School Graduation Diploma or equivalent and normally has more than 3 years pertinent experience or the equivalent in experience, additional education and/or training.

Experience:

- Operational knowledge of waste management process and streams

Strong abilities with:

- Strong organizational skills to effectively manage the variety of waste projects with demonstrated attention to detail.
- Strong interpersonal skills to work as part of a team, as well as ability to work independently to accomplish tasks with excellent communication skills, both written and oral.
- Arrange/perform in field waste walk downs, oversee and lead waste generation activities, attend planning meetings, review and provide guidance to work planning.
- Capable of performing mathematical activities to calculate package activities as required

Job/Industry Specific Knowledge:

- Knowledge of Waste Management Program and processes;
- Knowledge of waste segregation, processing and packaging;

Security clearance eligibility required: Reliability Status with Site Access Security Clearance (SASC), which has a minimum requirement of 3 years of verifiable history in Canada, Australia, New Zealand, United States and/or the United Kingdom. CNL implements security screening in accordance with the Treasury Board of Canada Secretariat "Standard on Security Screening" and the "Policy on Government Security".



Working Conditions:

- Compressed/4x10 work week
- Required both working at a desk with personal computers/workstations and maintaining an active presence in the field conducting walk downs, inspections and providing oversight and guidance to waste packaging operations

Location:

CNL's Chalk River laboratory is nestled in the Ottawa Valley and affords our employees an area that is environmentally pristine with extensive forests, hills and numerous small lakes, all of which support a variety of wildlife typical to the southern edge of the Canadian Shield. Many surrounding towns, such as Pembroke, Petawawa and Deep River provide you with unparalleled outdoor adventures at your doorstep! In fact, Deep River was named as the fourth best place to live in Canada in a recent ranking by movingwaldo.com.

The Chalk River Laboratories site is located on the unceded and unsundered territory of the Algonquin Anishinaabe people. As an organization, CNL recognizes and appreciates their historic connection to this place. CNL also recognizes the contributions that First Nations, Métis, Inuit and other Indigenous Peoples have made, both in shaping and strengthening this community in particular, and this province and country as a whole.

Why CNL?

Does working with a team across Canada to advance nuclear science and technology for a clean and secure world speak to you? We're reinventing ourselves to be the pace setters, so we can lead the charge in solving the problems that matter, like building the next generation of clean nuclear and hydrogen energy solutions, developing new and better-targeted cancer treatments, and continuing to lead the world in environmental remediation.

We offer a complete total rewards package:

- paid time off (vacation, sick, floater & personal);
- benefits effective day one, that's right no waiting period;
- tuition support
- and a pension!

Do Our Priorities Resonate with You?

- Clean energy for today and tomorrow.
- Restore and protect the Environment.
- Contribute to the health of Canadians.

About CNL:

CNL is Canada's premier nuclear science and technology organization and a world leader in developing nuclear technology for peaceful and innovative applications. Using our unique expertise, we are restoring and protecting the Environment, we are advancing clean energy technology, and our medical breakthroughs continue to improve the health of people around the world.

Please make copies and post on
your Community Bulletin Board



We are Hiring Students for Summer 2024 Internships!

Dynamic. Innovative. Fast-paced. This is CN.



At CN, you'll find a dynamic, innovative and diverse work environment where you can feel supported, grow to your full potential and be recognized for your contribution. Our rewarding internship roles are open to full-time students majoring in applicable fields who have recently graduated or have completed at least one year in their program of choice. It's time to start your incredible career journey with us. Let's go!

Want Interesting Career Choices? We Can Help With That

We employ vibrant talent in Information and Technology, Engineering, Marketing, Finance, Supply Chain Management and Law, among many other disciplines. We welcome you aboard to work on projects, gain new skills and a better understanding of our industry. We offer internships, co-op terms and full-time management training programs in Canada and the United States.

BENEFITS

- Competitive salary and compensation
- Multiple career opportunities
- An inclusive and diverse work environment
- Teamwork and support

- A structured learning framework
- Access to skills training and development tools
- Intern committee and student-led activities

For more information or to apply, we invite you to visit:

GotoApply.ca/CN-Students



*CN is a proud partner of Indigenous Link's
Community Connections*





Canadian Nuclear
Laboratories

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Position Description

13 of 38



Human Resource Generalist

Position Number 26005

Classification **Full-Time**

of openings 1

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Are you looking for a role that will challenge you? Would you like to make a difference in the Environment? If you answered yes, our Chalk River location is looking for a Human Resource Generalist to assist in the development and implementation of human resources policies and programs by providing support and guidance to managers and employees in the areas of labour relations, employee relations, performance management, recruitment, training, compensation, benefits and total rewards. Can you see yourself doing this? If you answered yes, then this may be the job for you!

What will you be doing!

- Understanding the business and mission's strategy and bring your HR expertise to support these goals, while coaching, supporting and challenging the norm alongside the business leaders
- Supporting to Management in HR related programs and processes while providing administration and coordination support on day to day tasks, programs and initiatives within the Stewardship & Renewal Group mission.
- Responding and resolve employee questions or escalate to Human Resources Business Partner.
- Providing human resources policy information and interpretations to collective agreements and/or legislation to internal customers on human resources matters including but not limited to relocation, compensation, recruitment and terms and conditions of employment
- Providing advice and assist managers and employees in the interpretation and implementation of Company policies, procedures and collective agreements
- Advising management to ensure that Collective Agreements are being administered in a fair and consistent manner, promoting a positive culture for union/management relations
- Ensuring labour relations matters are managed fairly, consistently, pragmatically and work to resolve grievances as they arise and participate in the grievance process as needed
- Providing advice and service to management on employee relations, performance management and disability management issues

What we are looking for:

- University degree in a relatable field, your CHRL designation, 5 - 7 years of related Human Resources experience in a highly unionized environment and/or the equivalent in education and experience
- Familiarity with hybrid non-union/unionized environments and the ability to read and interpret collective agreements while consulting, supporting and liaising effectively with internal and external stakeholders is a must and will make you successful.
- This is a fast paced, ever evolving environment, which will require you to be ever managing conflicting priorities

Security clearance eligibility required: Reliability Status with Site Access Security Clearance (SASC), which has a minimum requirement of 3 years of verifiable history in Canada, Australia, New Zealand, United States and/or the United Kingdom.

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- Work-life balance is an integral part of our overall health and well-being; at CNL, we value this.
- Excellent growth and development opportunities
- Challenging and interesting work
- You have energy coupled with a high level of creative thinking and the smarts to back it up

We offer a complete total rewards package:

- paid time off (vacation, sick, floater & personal);
- benefits effective day one, that's right no waiting period;
- tuition support
- and a pension!

Location - Hybrid:

CNL works with employees across our Canadian locations to enable a hybrid workforce where possible. Our Hybrid employees work with their manager to establish expectations for when they will be on site vs when they are working from home.

About CNL:

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Our Priorities:

- Clean energy for today and tomorrow.
- Restore and protect the Environment.
- Contribute to the health of Canadians.

CNL is committed to providing an atmosphere free from barriers that promote equity, diversity and inclusion in achieving our mission. CNL welcomes and celebrates employees, stakeholders and partners of all racial, cultural, and ethnic identities.

CNL also supports a workplace environment and a corporate culture built on our Core Values: Respect, Teamwork, Accountability, Safety, Integrity and Excellence, which encourage equitable employment practices and career prospects inclusive of accommodations for all employees.

CNL is committed to being an equal-opportunity employer. If you require accommodation measures during any phase of the hiring process, please inform the Talent Acquisition Specialist with whom you are in contact. All information received in relation to accommodation requests will be kept confidential.

The Chalk River Laboratories site is located on the unceded and unsundered territory of the Algonquin Anishinaabe people. As an organization, CNL recognizes and appreciates their historic connection to this place. CNL also recognizes the contributions that First Nations, Métis, Inuit and other Indigenous Peoples have made, both in shaping and strengthening this community in particular, and this province and country as a whole.

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Position Description

9 of 12



Production Assistant 1

Position Number 27133

Classification Full-Time

of openings 1

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Join the Waste Characterization Services team in the challenging and rewarding role of Production Coordinator! The Production Coordinator plays a vital role in supporting the daily operations through planning, coordinating and supporting the Waste Characterization and WC Analytical Laboratory staff and equipment resources. The primary focus of the Production Coordinator is to maintain production schedules, manage waste inventories within B582A, monitor chain of custody on waste samples received to the building, arrange sample shipments as required, and manage the inventory of consumables and instruments. The Production Coordinator is a key proponent of Waste Characterization by interfacing with our customers on a daily basis and assisting in tracking requests for service, coordinating support resources, and developing and tracking performance metrics for management review.

What will you be doing!

- Supports the Characterization Supervisor by managing the Waste Characterization Services mailbox and receiving, triaging, recording and tracking progress on requests for characterization services. This includes monitoring the 'Request for Characterization' Tracking sheets, reporting on associated performance metrics, making recommendations for process improvements, and managing the waste inventories at the facility and any associated lay down areas.
- Assists the Waste Characterization Supervisor and Waste Characterization Specialists by managing the sample inventories and coordinating sample shipments to off-site laboratories where applicable.
- Verifies, records, processes and tracks requests for procurement of supplies required for production to ensure the availability of materials for Waste Characterization Services and associated Analytical Laboratories.
- Acts as the primary contact for waste generator/customer inquiries and either answers the query or passes it on to the appropriate person.
- Assists in the maintenance of the Sample Management Procedure and other associated procedures.
- Participates in daily and weekly planning meetings to coordinate support resources where applicable (ie. Heavy equipment, waste pick ups, etc).

What we are looking for:

- **Security clearance eligibility required: Reliability Status with Site Access Security Clearance (SASC), which has a minimum requirement of 3 years of verifiable history in Canada, Australia, New Zealand, United States and/or the United Kingdom.**

Education:

- Post-secondary education in Office Administration or equivalent from a college of recognized standing, plus 3-4 years related experience or equivalent in education and experience

Experience:

- Advanced working knowledge of Microsoft office software such as Excel and Word.
- Working knowledge of Access, ATOM, INMAS, NFAS, Oracle, or must be willing and capable of developing this knowledge quickly on the job.

Knowledge and Abilities:

- Must possess a sense of responsibility and the ability to work without direct supervision.
- Must possess exceptional organization skills, be dependable and efficient, and able to handle and endure stressful situations.
- Must be eligible for Radiation Protection training as a Group 3 employee.
- Must have excellent interpersonal skills

Working Conditions:

- Compressed 4x10 work week

LOCATION: CHALK RIVER

CNL's Chalk River laboratory is nestled in the Ottawa Valley and affords our employees an area that is environmentally pristine with extensive forests, hills and numerous small lakes, all of which support a variety of wildlife typical to the southern edge of the [Canadian Shield](#). Many surrounding towns, such as Pembroke, Petawawa and Deep River provide you with unparalleled outdoor adventures at your doorstep! In fact, [Deep River](#) was named as the fourth best place to live in Canada in a recent ranking by [movingwaldo.com](#).

Why CNL?

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We offer a complete total rewards package:

- paid time off (vacation, sick, floater & personal);
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- and a pension!

Do Our Priorities Resonate with You?

- Clean energy for today and tomorrow.
- Restore and protect the Environment.
- Contribute to the health of Canadians.

CNL is committed to providing an atmosphere free from barriers that promotes equity, diversity and inclusion in achieving our [mission](#) . CNL welcomes and celebrates employees, stakeholders and partners of all racial, cultural, and ethnic identities.

CNL also supports a workplace environment and a corporate culture that is built on our Core Values: Respect, Teamwork, Accountability, Safety, Integrity and Excellence which encourage equitable employment practices and career prospects inclusive of accommodations for all employees.

CNL is committed to being an equal-opportunity employer. If you require accommodation measures during any phase of the hiring process, please indicate via our ATS when applying. All information received in relation to accommodation requests will be kept confidential.

The Chalk River Laboratories site is located on the unceded and unsurrendered territory of the Algonquin Anishinaabe people. As an organization, CNL recognizes and appreciates their historic connection to this place. CNL also recognizes the contributions that First Nations, Métis, Inuit and other Indigenous Peoples have made, both in shaping and strengthening this community in particular, and this province and country as a whole.

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Position Description

30 of 145



Executive Administrative Assistant

Position Number **25250**

Classification **Full-Time**

of openings **1**

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Are you looking for a role that will challenge you? If you answered yes, our Chalk River location is looking for an Executive Administrative Assistant to provide executive-level administrative assistance and support to the Chief Financial Officer (CFO) as well as the CFO Departments. Can you see yourself performing and managing a variety of sensitive and demanding administrative support duties with minimal supervision? Does the idea of communicating objectives, directives, policies/procedures, and general information to staff, and ensuring quality of cross-functional administrative processes appeal to you? Are you looking for a role that will challenge you? Would you like to make a difference in the Environment? If you answered yes, then this may be the job for you!

What will you be doing!

- Acting as a liaison between the CFO departments and the CFO, both in requesting and distributing information, and assisting in the preparation of material (correspondence, presentations, reports), ensuring a high standard of quality.
- Providing administrative information and assistance in improving and implementing processes in order to meet CFO business objectives.
- Preparing /issuing /retrieving records and documents: All documents must be dealt with according to approved corporate or QA protocol. Takes a lead role in the implementation of work processes and standards that meet the requirements of CNL and the CFO.
- Arranging travel (domestic/international), appointments, handles oral and written enquiries, coordinates arrangements for special meetings and visits.
- Submitting expense reports.
- Preparing correspondence, visual aids, and briefing material – by either drafting these documents on the CFO's behalf, or by working from handwritten material.
- Maintains hard copy and electronic filing systems to provide quick-and-easy access to information, ensuring the CFO's Office functions smoothly and proficiently.
- Ability to be involved in a wide range of activities, from routine functions to complex assignments requiring initiative, and prioritize effectively within a dynamic work environment.
- Arranging meetings with external key stakeholders and regulators, and manages meeting requirements such as off-site venues, teleconference and videoconference connections, catering, equipment for presentations, handout materials, secretarial service, etc.
- Recording and following up on direct reports decisions and actions.
- Monitoring, coaching and training junior administrative/ clerical employees.
- Monitoring and coordinate employee training activities and records.
- Providing support, as required, to other managerial staff within the CFO office.
- Working with other CFO teams to ensure good coordination of CFO changes without impacting business.
- Working closely with HR and CFO leadership to identify leading-edge and innovative solutions to the recruitment, development, and retention of the CFO operations workforce.
- Coordinating meetings and calendars.
- Compiling data to prepare presentations.
- Responding to and distribute incoming communications.
- Planning and organizing events that take place internally and externally.

What we are looking for:

- Secondary school Graduation Diploma or equivalent, plus post-secondary training in Business Administration, and approximately eight years' relevant experience or equivalent.
- Must be knowledgeable of CNL's general policies and procedures, organizational structure, and the structure and personnel of Chalk River Laboratories in general and the CFO office.
- Must understand and apply CNL's corporate document standards and rules (formats, storage, and numbering protocols). In tactful and helpful manner, enforce Corporate / QA approved standard formats.
- Superior interpersonal skills, efficient and effective communication (written and oral) and organizational skills are essential, as well as great planning skills and a highly organized approach to work. Must be TEAM oriented with demonstrated ability to work well with others and promote a positive work environment.
- Demonstrate leadership skills with ability to train and develop others.
- Demonstrate tact, diplomacy, trust and discretion in handling of sensitive and confidential information. Ability and willingness to work, comprehend and relay information concisely and accurately with minimum supervision in a high pressure, team environment that requires initiative, confidentiality, and demonstrates ability to work efficiently with all levels of personnel both in person and on the telephone.
- Ability to work independently and prioritize accordingly to effectively manage multiple projects and deadlines.
- Demonstrated ability to use initiative and apply judgement in an environment of changing and often conflicting priorities. Dependable and willing to work to tight schedules and, on occasion, extra hours.
- Must possess excellent business/administrative skills and have demonstrated the ability to quickly learn and utilize new applications that support business operations.
- Advanced knowledge of Microsoft Office Products (Word, Outlook, PowerPoint, Excel, and SharePoint) is required, as well with ExpenseCNL; familiarity with Power BI would be an asset.
- Knowledge of CNL financial processes and CNL Audit Committee would be an asset.
- Ability to effectively interface with other groups, particularly those at other sites or external to CNL.

- Must have the ability to work, plan and prepare own work schedule; develop, measure and assess goals, manage time, all under demanding and diverse situations and stressful deadlines. Creativity, innovation, flexibility and adaptability are required to handle the multiple priorities and schedule pressures of the various customers within the CFO office.
- Must be aware of and embrace the ever-changing work environment and proactively make recommendations to change. Must be a “change agent” who is willing to help others to accept and understand change, share their skills and proactively learn new skills.
- Must have the ability to work in a Senior Administrative team environment to provide seamless service to the CFO office and the Executive team.
- Must have the ability to work well under pressure and to effectively and successfully manage priorities to meet tight deadlines.

Security clearance eligibility required: Level 2 Secret which has a minimum requirement of 7 years of verifiable history in Canada, Australia, New Zealand, United States and/or the United Kingdom. CNL implements security screening in accordance with the Treasury Board of Canada Secretariat “Standard on Security Screening” and the “Policy on Government Security”.

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The Chalk River Laboratories site is located on the unceded and unsundered territory of the Algonquin Anishinaabe people. As an organization, CNL recognizes and appreciates their historic connection to this place. CNL also recognizes the contributions that First Nations, Métis, Inuit and other Indigenous Peoples have made, both in shaping and strengthening this community in particular, and this province and country as a whole.

#LI-HYBRID

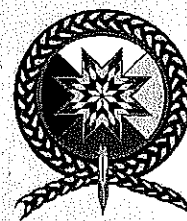
[Back](#) [Apply Now](#)

Email

30 of 145

Please make copies and post on
your Community Bulletin Board

Opportunity at Toronto Metropolitan University



Department: DMZ

Position supervisor: Director, Alumni and Special Programs

Contract length: 4 Months from start date

Hours of work per week: 36.5 hrs

Position type: Term

Rate of pay: \$50.00/hr

Program Management Specialist Indigenous Entrepreneurship

The Opportunity

This is a compelling opportunity for a Programs Specialist (PS) with Indigenous lived experience to share their knowledge and experience of entrepreneurship programs by guiding Indigenous entrepreneurs. The PS will act as a mentor to entrepreneurs and support programming through workshops and one-on-one guidance that creates an impactful experience for Indigenous entrepreneurs.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Experience as an entrepreneur with Indigenous lived experience and knowledge of Indigenous culture who has counselled and provided guidance to entrepreneurs within the Indigenous community
- Experience with program development from implementation to evaluation.
- Knowledge of the startup ecosystem and terminology
- Demonstrated ability to build relationships with a variety of stakeholders
- Excellent communication and public speaking skills
- Ability to effectively write curricular materials, reports and proposals
- A Bachelor's degree in Business Administration or a related discipline would be an asset. Relevant experience will be considered as an equivalency to education

How to apply

Applicants can send submissions directly to email: James13@torontomu.ca

For more information, we invite you to visit:
GotoApply.ca/PS-Entrepreneurship



**Toronto
Metropolitan
University**





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)

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 Kikinamag Mikan, Maniwaki, Quebec J9E 3B1 **by Friday December 15, 2023 at 4:00pm.**

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.

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	
Job Title	Wazoson Educator
Category	Technical
Sector	Kitigan Zibi Education Sector (KZES)
Location	Wazoson
Terms	Indeterminate. Standard probationary period
Hours	37.5 hours per week. Monday-Friday
Salary	As per Kitigan Zibi Salary Scale
Immediate supervisor	Wazoson Coordinator
Date of job description	September 2023
JOB SUMMARY	
Under the Supervision of the Wazoson Coordinator, the Wazoson Educator provides a quality early childhood program to all Wazoson Children.	
RESPONSIBILITIES	KEY DUTIES
Child Intake, Placement and Referral	<ul style="list-style-type: none"> • Educates parents/guardians about rules of the centre, realm of services and operational matters affecting service delivery; • Assists in the integration of new children
Develops and implements a culturally based early childhood education program	<ul style="list-style-type: none"> • Implements quality instructional services that allow for the growth and development of the children in the program; • Ensures weekly, monthly and annual programming is implemented, reviewed and maintained consistently; that is age appropriate and culturally relevant; • 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; • Creates learning centres that aid in child development and fosters learning and follows rotation schedules; • Develops and implements 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 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"> • Creates and maintains charts and 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/Wazonon Policies including: <ul style="list-style-type: none"> KZES Policies and Procedures Manual 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.
Team Work	<ul style="list-style-type: none"> Works collaboratively as a team and independently as required; Participates in Wazonon staff meetings; Understands personal limitations and seeks advice when necessary.
Negotiations	<ul style="list-style-type: none"> Not applicable
Training	<ul style="list-style-type: none"> Attends professional development workshops as required; Attends workplace safety training and exercises as required. (WHMIS, CPR/First Aid for children, Food Handling); Available and willing to travel for training purposes if necessary.

ENVIRONMENTAL FACTORS	
Deadlines	<ul style="list-style-type: none"> Meets work objectives within established time frames; Manages time effectively; 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.
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; 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. • The employee may be placed with groups and changed dependant upon need. • Employees must be able to maintain the training and security clearances required under the funding agreements.
Cultural competency	<ul style="list-style-type: none"> • Knowledge and awareness of Kitigan Zibi language, culture and community.

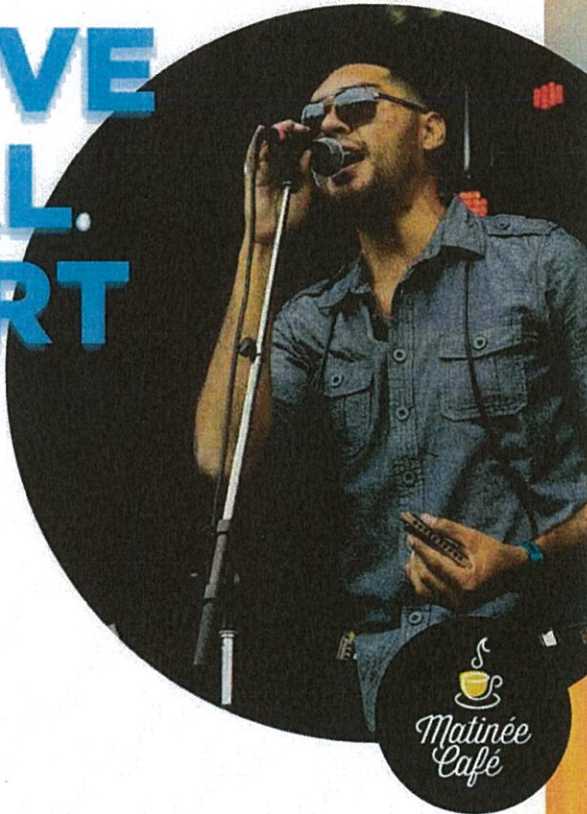
QUALIFICATIONS REQUIRED	
Education and Experience	<ul style="list-style-type: none"> • College Diploma in Early Childhood Education from a recognized post secondary institution OR • BED specializing in preschool with special education. OR • High school Diploma with 5 Courses in Early Childhood Education from a recognized post secondary institution and a minimum of two years experience working with children.
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 maintain throughout employment; • Must provide medical certificate of good health if required for the position; • 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; • Legally able to work in Canada.
Assets	<ul style="list-style-type: none"> • Ability to communicate in Algonquin and/or French an asset.

MATINÉE CAFÉ:

Lyle Odjick Band and
The Northern Steam

FREE LIVE VIRTUAL CONCERT

Join us at the Kitigan
Zibi Cultural Centre
to watch Lyle Odjick's
live concert streamed
from the Shenkman
Arts Centre in Ottawa.



 **Where:** Kitigan Zibi Cultural Centre

 **When:** Wednesday, December 20, 2023

 **Time:** 2:00 pm - 3:00 pm

*Organized by the Shenkman Arts Centre in partnership
with MASC and the Kitigan Zibi Anishinabeg
Pimadjiwowinogamig*

Free access to KZ community members.

[REGISTER HERE](#)



BUILDING READERS®

How Families Can Help Children Become Better Readers

Kitigan Zibi Elementary School

Help your elementary schooler overcome reading challenges with three strategies

Reading is a fundamental skill that serves as the foundation for learning in almost every subject. When students struggle with reading, it can hurt their overall academic progress.

If your elementary schooler is having difficulty with reading, try these three strategies:

- 1. Consult the teacher.** Ask about realistic expectations. Is your child reading at grade level? If not, what help is available? What can you do at home to support your child?
- 2. Use reading materials at home** that minimize frustration. Choose books that are easy to read and understand to help your child gain confidence.
- 3. Take turns reading aloud together.** This will give your child an opportunity to practice while you model fluency and proper reading techniques.



Play games to practice decoding skills

To read, children must first learn the sounds that letters make, both individually and in combinations.

The next step in learning to read is to *decode* written words. Children decode a word by sounding out each of its letters, then blending the sounds together.

To help your child have fun improving decoding skills:

- **Write words** on index cards. Take turns selecting a card and sounding out the word.
- **Place packaged foods** on your table. See if your child can sound out the words on the labels.
- **Have a treasure hunt.** Hide words written on slips of paper throughout your home. Have your child find the slips and sound out the words.

Have fun with acrostic poems

Looking for a creative challenge? Ask your child to write an acrostic poem. To create one, have your child:

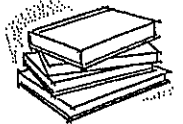
- 1. Pick a word or name** and write it in a vertical line.
- 2. Brainstorm words** that describe the topic and start with each letter of the original word.
- 3. Write the words** beside each letter of the original word.
- 4. Share the poem** with family members and challenge them to write their own acrostic poems.



Connect to the past by reading history books together

The next time you're at the library, browse the shelves for some:

- **Biographies** and autobiographies.
- **Books** about historic events.
- **Fictional stories** that are set during fascinating periods in time.



Bookmarks make reading special

Making bookmarks for friends and family can get your child excited about reading—and they make great gifts! You'll need:

- **Construction paper**, cut into strips 6" by 2".
- **Colored pencils**, markers or crayons.
- **Small photos** of your child.
- **Glue and clear tape.**

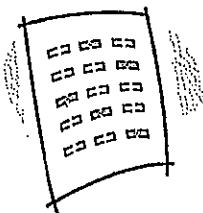


Have your child decorate bookmarks with photos and drawings. Or, your child can write a person's name and a message. Then, cover with clear tape.

Read for success on standardized tests

When students read well, they do better on tests. And certain reading skills are especially useful when taking standardized tests. Help your child work on:

- **Comprehension.** Standardized tests often ask students to find the "main idea." Practice this by reading news articles with your child. For each article, summarize the main idea together.
- **Speed.** Standardized tests are usually timed, so it's important for students to read at a reasonable pace. Reading speed improves naturally when children practice every day. Reading silently boosts speed, too, since whispering or mouthing words slows reading.
- **Vocabulary.** When students recognize a lot of words, it's easier for them to understand test questions. Introduce your child to new words daily. Look them up together and use them repeatedly to strengthen memory.



Make your child the family reporter

Writing is an important part of reading. When practicing writing, your child begins to learn how authors put their thoughts together to come up with their stories.

Your child can find inspiration for stories in regular life. Ask your child to become the family reporter and write:

- **A sports recap.** It could be about a sibling's game or a professional game.
- **An interview** with a family member. Help your child think of questions to ask a relative.

After your child gathers the information, it is time to write. Remind your child to check spelling and grammar. Then, print the articles in a family newsletter.



Try graphic organizers

Graphic organizers are diagrams that help students think about what they read. To make one, have your child:

1. **Draw a large star** with five points.
2. **Write the title** of the story or article in the center.
3. **Use the points** to write about the *who*, *what*, *when*, *where* and *why* of a reading passage.

For lower elementary readers:

- *The Cloud Spinner* by Michael Catchpool. A boy weaves beautiful fabric from the clouds. But there are consequences when a king demands too much clothing.

- *The Day the Crayons Came Home* by Drew Daywalt. A new bunch of crayons have a bone to pick with Duncan. Your child will delight in these crayons' gripes!



For upper elementary readers:

- *Romeo and Drooliet* by Nina Laden. This clever adaptation of Shakespeare's *Romeo and Juliet* features a cat and dog as the star-crossed lovers.
- *The Spaghetti Detectives* by Andreas Steinhöfel. Rico and Oscar are an interesting pair who take on a number of mysteries to solve.



Q: Part of my child's schoolwork is to read every day. What should I do if my child refuses to do it?

A: This is a concern to discuss with your child's teacher. Share your ideas about possible reasons for your child's refusal. The teacher will have suggestions that might make reading time easier, such as taking turns reading aloud. Work together and you'll find a strategy that will help your child.

Building Readers®

How Families Can Help Children Become Better Readers

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www.parent-institute.com

ODEKAN BABY CONGRATULATIONS!



Amelia Jacko Lacourse

Proud Parents
Kathleen Jacko
&
Maxime Lacourse

Proud Big Sister Lilly

Born
March 10, 2023
10 lbs 10 ounces

Odekan Headstart

December
Holiday Events
For Children 0-6yrs

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
Draws/prizes for children 0-6yrs old

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



In Colour

REMINDER BOUNCY HOUSES PIZZA SUPPER FOR CHILDREN 0-6YRS OLD



WHEN: Tuesday December 12, 2023

WHERE: Upstairs at the Hall

TIME: 4:30-7pm



Note: Pizza supper for the first 70 people



Any questions please call Katrina @ Odekan

819-449-2702

Made with PosterMyWall.com

Kitigan Zibi Kikinaadinan



Beware: New Date
Hoo Hoo Hoo!

Join us for the
**Nightmare
Before
Christmas**

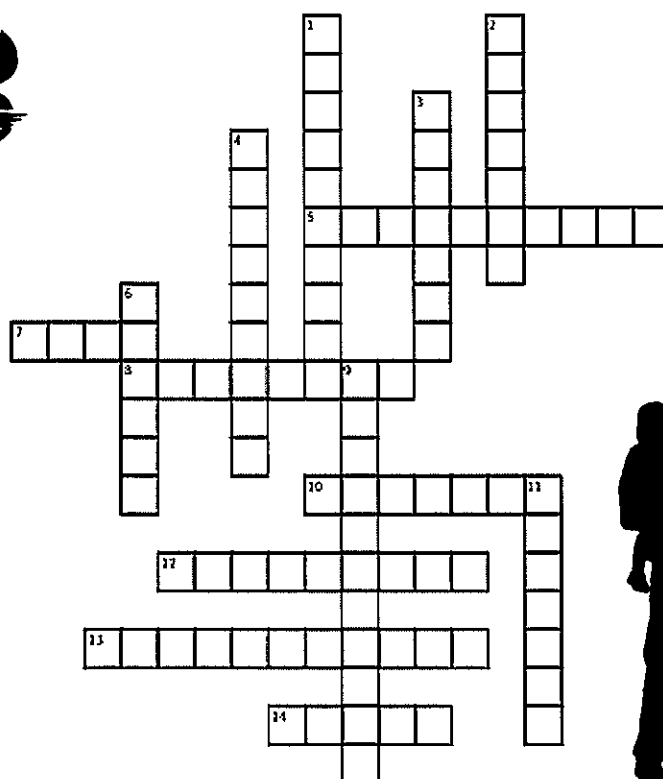
BOOKFAIR

DECEMBER 11-15th
3-8 pm everyday

Cash & Interact Accepted

Nidodemag Crossword

Use your lexicon to fill in the crossword. Send it to 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!



December 7, 2023

JOB OPPORTUNITY-1st Posting

POSITION: Nurse Team Leader
LOCATION: Kitigan Zibi Health and Social Services
WORK SCHEDULE: 35 hours a week. Varied Schedule
TERM: Indeterminate
SALARY: Level 8, Range based on work experience
(\$61,417.41 – \$76,781.80)

Summary:

The Nurse Team Leader collaborates in the planning, directing, coordinating control and evaluation of quality health programming and nursing care services to KZA community members, specifically relating to clinical and client primary care in the areas of health promotion and disease prevention; the Nurse Team Leader is responsible for the clinical supervision of all KZA Nurses providing care, and implements a multidisciplinary team approach to effective case management practices. The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and l'Ordre des Infirmiers et Infirmieres du Quebec (Nurses Code of Ethics).

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 21, 2023 at 4:00 p.m. (EST)** or email to dawn.cayer@kza.qc.ca

Information Contact :

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

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

Nurse Team Leader

Job Description

GENERAL INFORMATION

Job Title : Nurse Team Leader
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Kitigan Zibi Health Center
8 Kikinamage Mikan, Maniwaki, Quebec
Terms : Full Time—Indeterminate. 6 month probationary period.
Hours : 35 hours per week
Salary : KZA Salary Scale Level 8
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 (KZA) community members to take charge of their own health.

CLIENT SERVICE RESULTS

Under the authority of the KZHSS Service Director, the Nurse Team Leader collaborates in the planning, directing, coordinating control and evaluation of quality health programming and nursing care services to KZA community members, specifically relating to clinical and client primary care in the areas of health promotion and disease prevention; the Nurse Team Leader is responsible for the clinical supervision of all KZA Nurses providing care, and implements a multidisciplinary team approach to effective case management practices. The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and *l'Ordre des Infirmiers et Infirmieres du Quebec* (Nurses Code of Ethics).

KEY DUTIES

- Collaborates in the appropriate dissemination of community nursing care; overseeing the quality of nursing care and services, (i.e. actions performed by health professionals, nurses, nursing assistants, health care aides/personal support workers); monitors and controls the quality of the nursing care provided in the health centre, school and in home care based on the needs of different client groups;
- Ensures compliance with provincial nursing regulations (e.g. Nurses Act) including the monitoring of activities (section 36.1); assists with the development of regulations for medical care and use of medicine by nurses entitled to perform activities (section 207 paragraph 2.1); maintains and updates register of the nurses entitled to perform activities described in section 207 paragraph 2.2.; ensures the development of nursing care regulations take into account the need to provide adequate and efficient services to users as well as the organization of available resources;
- Manages human and material resources and communications; maintains client record keeping, and ensures all nurses are using the I-CLSC, Medisync, SIPMI, ISMAS database and all other relevant databases;
- Participates in the decision-making processes related to the direction and operation of the medical clinic and nursing decisions for the community, for all KZA sectors;
- Works in close collaboration with other health services management for the safety and quality control with respect to the nursing care provided to clients;
- Ensures the smooth operation of the blood work clinic, including the ordering of materials.
- Assists with developing, deploying, and monitoring the KZA Community Health & Social Services Plan;
- Becomes well versed in the NIHB system with ISC and advocates for client needs with NIHB
- Liaise with doctors and administrators and communicate any protocol changes to staff;
- Take key and active role in promoting philosophy, policy and procedures and disseminating knowledge and information to those throughout the organization;
- As team leader, provide guidance and support; mentor and train new recruits, and monitor their needs;
- Establish and maintain close working relationship with other service sectors to ensure proper nursing collaboration;
- Develop a current KZA framework for practice in all sectors of nursing and ensure its' adequate management; compliance and update;
- Oversees schedule of nurses;
- Ensures health and safety for disease infection prevention and control measures is applied;
- Ensures teaching mechanisms for First aid and other health safety topics are deployed in the community.
- Carry out active Nursing when required.

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of program planning, administration, monitoring, auditing; performance evaluation, reporting and excellent analytical skills;
- Theories, principles and practices of effective nursing case management and adherence to all components of the nursing framework for practice within KZHSS;
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team;
- Effective interpersonal communications skills, ability to build rapport with others;
- Ability to uphold and promote KZHSS values, philosophy, ethics and integrity;
- Must be familiar with health and safety at work regulations and take responsibility for health and safety of service users and staff;
- Ability to maintain professionalism, discretion and confidentiality at all times;

<ul style="list-style-type: none"> ▪ Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Conduct, KZHSS Policies and Procedures Manual; KZA Human Resources Policy. ▪ Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province of Quebec, including but not limited to Privacy Laws, the Nurses Act, Law 90, An Act to Amend the Professional Code, as well as standards, guidelines, and policy positions of the <i>Ordre des Infirmiers et Infirmières du Québec</i> (e.g. Nurses Code of Ethics); ▪ Knowledge of Accreditation Canada's applicable community-based standards for Aboriginal organizations in Governance, Leadership, Medication Management, Infection Prevention and Control, Home and Community Care, and Community Health and Wellness. 	
CONTACTS	
<ul style="list-style-type: none"> ▪ Maintains positive relationships with clients in providing primary care programming, disease prevention programming, health safety programming, and service delivery through family-centered practice; ▪ Interacts and communicates regularly with Nurses; ▪ Collaborates with co-workers, and other community front-line workers by participating in multidisciplinary initiatives such as the development of community strategic documents (e.g. pandemic/emergency preparedness plan); ▪ Briefs management on issues/concerns; provides input on policy and procedural changes. ▪ Liaises and networks with local service providers (e.g. Maniwaki Hospital/CLSC) and out of town institutions, educational facilities, government agencies, health care agencies/facilities. 	
MANAGERIAL/SUPERVISORY	
Human Resources:	<ul style="list-style-type: none"> ▪ Leads, mentors and is responsible for clinical supervision of the nursing team consisting of Community Health Nurses, Home and Community Care Coordinator, Home and Community Care Nurse, Kiweda Group Home and the Maternal and Child Health Nurse; ▪ Plays a role in ensuring logistical aspects are met for visiting health care professionals (physician, nurse practitioner, dental hygienist, Midwife); ▪ Oversees activities of the Medical Office Assistant.
Financial Resources:	<ul style="list-style-type: none"> ▪ Oversees and maintains budget to ensure expenditures are within financial limitations and within the scope of authorized purchases with finance management.
Material Resources:	<ul style="list-style-type: none"> ▪ Oversees medical equipment; storage facilities and sanitation procedures and/or ensures repairs/replacement when required; ▪ Ensures medications and supplies are properly and adequately stocked and secure; ▪ Oversees and maintains management of client medical files (physical and electronic) and ensures protection and confidentiality of sensitive healthcare information.
ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Manages medium to high level stress and multi-tasks daily; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations. ▪ May be called upon to provide crisis intervention/emergency services'; ▪ Maintains a caring and compassionate attitude and emotional stability.

Working Conditions:	<ul style="list-style-type: none"> ▪ Required to attend professional trainings, staff meetings, workplace safety training within KZA and may be required to travel outside of the community; ▪ Works in an office setting; ▪ May be required to make home visits; ▪ May be required to use KZHSS vehicles; ▪ May be required to adapt to rapidly changing working situations and environment; ▪ May be required to wear personal protective equipment (PPE) for extended periods of time; ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.
INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Baccalaureate of Science Degree in Nursing from a recognized University preferred; ▪ A minimum of 5 years' experience in the Nursing field; ▪ O.I.I.Q. License from the province of Quebec in good standing, or proven eligibility to transfer license from another province.
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness of the Algonquin culture and communities.
Abilities:	<ul style="list-style-type: none"> ▪ Monitoring and reporting skills; ▪ Ability to communicate orally and in writing in English; ▪ Ability to manage staff and financial resources; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders; ▪ Ability to work in teams, relate effectively to a diverse population; ▪ Ability to teach, instruct, and impart information to individuals regarding various skills; ▪ Ability to assure compliance with regulatory and accreditation standards; ▪ Ability to hold a clear strategic vision and develop implementation plans to contribute to the development of services; ▪ Ability to understand and observe confidentiality concerning service users and staff members; ▪ Ability to communicate effectively with doctors, nurses, nursing and medical students and other partners; ▪ Computer literacy skills conducive to the office environment.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Mental caliber to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Strong motivational, leadership and team-building skills; ▪ Organizational, interpersonal, and supervisory skills;

Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Must maintain licensing with the <i>Ordre des infirmiers et infirmières du Québec</i> and the nursing functions of the <i>Profession d'infirmières ou d'infirmiers du Québec</i>; <ul style="list-style-type: none"> ○ Each nurse must participate annually in a minimum of 20 hours of continuous education that is in direct relation to the nurse's professional practice. ▪ 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; ▪ 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; ▪ Must follow all safety precautions and protocols.
Assets:	<ul style="list-style-type: none"> ▪ Ability to communicate in French. ▪ Ability to communicate in Algonquin.

EMPLOYEE/SUPERVISOR SIGNATURES

I CERTIFY THAT I HAVE READ, UNDERSTOOD AND
ACCEPT THE RESPONSIBILITIES ASSIGNED TO THIS POSITION.

EMPLOYEE SIGNATURE

DATE

I certify that this job description is an accurate description of the responsibilities assigned to this position. I approve the delegation of responsibilities outlined herein, within the context of the attached organizational chart.

SUPERVISOR SIGNATURE

DATE

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.



December 7, 2023

JOB OPPORTUNITY-1st Posting

POSITION: Community Health Nurse
LOCATION: Kitigan Zibi Health and Social 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)

Summary:

The Community Health Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

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 21, 2023 at 4:00 p.m. (EST)** or email to dawn.cayer@kza.qc.ca

Information Contact :

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

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

Community Health Nurse

Job Description

GENERAL INFORMATION

Job Title : Community Health Nurse
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Kitigan Zibi Health Center
8 Kikinamage Mikan, Maniwaki, Quebec
Terms : Full Time—Indeterminate
Hours : 35 hours per week (Varied schedule)
Salary : KZA Salary Scale Level 7
in accordance with the *KZA Human Resource Policy*
Immediate Supervisor : Nurse Team Leader
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

With the functional support, guidance and supervision provided by the Nurse Team Leader, the Community Health Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

KEY DUTIES

The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and l'Ordre des Infirmiers et Infirmieres du Quebec (Nurses Code of Ethics), 17 reserved activities for nurses.

Service Responsibilities

Under the direction, guidance and supervision provided by the Nurse Team Leader, the Community Health Nurse is responsible for:

- a. Planning and delivering a Community Health Program, taking into account the physical, social, spiritual, mental and environmental factors which influence each individual, family and community;
- b. Delivering an immunization program in accordance to KZHSS Immunization Policy and Procedures and Protocol Immunization Quebec. Also, ensuring to maintain a communicable disease-reporting program in collaboration with Nurse in Charge.

- c. Delivering the following community health programs in accordance with the KZHSS Community Health Service Policy and Procedure Manual (Preconception Health, Prenatal Health, Maternal Newborn, Infant and Preschool, School Health, Home care and Community Health Services);
- d. Delivering community health services in group or individual settings such as the community health facility, the community hall/center, the community school, home visits and/or other designated community sites;
- e. Developing and maintaining positive relationships with the individuals, families, the KZHSS staff and the leaders of the community and clarifying KZHSS Service policies and professional requirements when required;
- f. Supporting the KZHSS in the development of safe efficient health facilities/operations;
- g. Meeting with or communicating via telephone with physicians, nurse practitioners, optometrists, dentists and hospital authorities or other agencies involved in the care of KZA's community members on a regular basis and as required.
- h. Assist with the blood work clinic in accordance to KZHSS and CISSSO protocols.

Jointly, with the Health Team, and in accordance to the terms and conditions of any protocols developed, the Community Health Nurse is responsible for:

- i. Developing an annual community work plan based on the organizational strategic plan and reviewing and reporting on its progress annually;
- j. Participating in the ongoing quality assurance process.

Community Health Programs

A) Preconception Health Services :

- a. Establishing liaison between the program and school staff
- b. Providing service to all child bearing adults
- c. Providing an annual standardized preconception health curriculum to KZES as per KZHSS Community Health Service Policy and Procedures and FNIHB Manuals;
- d. Offering Contraception, Smoking Cessation program with prescribers license to all child bearing adults

B) Prenatal Health Services

- a. providing extra support to pre-natal women considered "at risk" (as identified by the Prenatal Screen Form) and ensuring regular exams by their physicians are received and/or Midwife
- b. Providing monthly prenatal screening and assessment clinics;
- c. conducting an in-depth family assessment on any "at risk" prenatal clients, their support and family; collaborating with Family Wellness Worker
- d. Providing a standardized prenatal class to all women of any age who are pregnant.
- e. Provision of the ABCDaire Growth & Development and Milk Voucher Incentive Program to those who are eligible.
- f. Contraception, Smoking Cessation program with prescribers license

C) Maternal and Newborn Health Services

- a. Receiving a referral from CISSSO/Ontario/ other health facilities on all mothers and their newborns post discharge;
- b. Providing post-natal information and consultations to mothers and women of childbearing age

- c. Providing extra support to newborns considered "at risk" and ensuring they receive regular exams by their physicians, and/or, midwives;
- d. Performing overall newborn health assessments based on the maternal/newborn risk assessment;
- e. Providing health education and information to individuals and groups on subjects pertaining to child safety, child care, healthy nutrition, breast feeding, parenting, family planning, appropriate regular clinics, group sessions and/or making home visits as required;
- f. Delivering an immunization program to ensure all newborns and infants are immunized as required where applicable;
- g. Conducting follow up assessments using the ABCDaire Screening Tool and making referrals internal to the Infant and Child Development Services
- h. Provision of the ABCDaire Growth & Development and Milk Voucher Incentive Program
- i. Contraception, Smoking Cessation program with prescribers license

D) Infant and Pre-School Health Services

- a. participating in Pre-school health screening clinics in collaboration with the Family Wellness Worker, using approved Developmental Screening Tools (ABCDaire)
- b. conducting necessary screening for those preschoolers referred (e.g. vision, hearing, and any others considered necessary) and completing initial health assessments when required;
- c. delivering an immunization program to ensure all pre-scholars are appropriately immunized;
- d. providing health education and information to parents regarding their child's health status; where appropriate;
- e. conducting follow up and referring internally to the Family Wellness Worker, and/or external service providers as needed.
- f. Provision of the ABCdaire Growth & Development and Milk Voucher Incentive Program.

E) School Health Services (for Schools in community only)

- a. establishing liaison and conducting an annual teacher/staff in-service for communicable and infectious disease management and control;
- b. conducting necessary screening for those referred (e.g. vision, hearing, and any others considered necessary) and performing health assessments when required;
- c. monitoring the immunization status of all students attending the on-site community school
- d. providing health education and information to the parents regarding their child's health status;
- e. obtaining health history, making referrals internally to visiting health professionals (family doctor, GMF nurse, therapist) and external when necessary, in consultation and with consent of parent.
- f. Provision of the ABCDaire Growth & Development and Milk Voucher Incentive Program.
- g. Contraception, Smoking Cessation program with prescribers license

F) Community Health Services

- a. Providing screening clinics for chronic diseases and prioritized health education and promotion sessions to individuals, community groups.
- b. Assessing physical and social needs of chronically ill older adults; following up, monitoring and making necessary referrals to the Home and Community Care Service when necessary;
- c. Coordinating and delivering routine immunization clinics as per KZHSS Community Health Services Immunization Program, PIQ Immunization Guidelines & Provincial Standards.
- d. ensuring the provision of a TB control program, utilizing First Nations and Inuit Health Branch (FNIHB) and KZHSS protocol to implement regular Tuberculin Skin Testing; liaising with physicians and completing recommended follow up;
- e. Treatment centre referrals,
- f. Coordinating Diabetes random screening clinics when required;
- g. Providing foot care services where applicable and/or monitoring;
- h. Maintaining the health conditions information every two years; and submit annual worksheet;
- i. Assisting in the coordination of parenting programs with the Family Wellness Worker, when applicable;
- j. Assisting with Community Health Education displays monthly
- k. Assisting with the development and coordination of an annual Health Fair in the community, as required.

Other Responsibilities

Under the direction of the Nurse Team Leader, the Community Health Nurse is responsible for:

- a. Reporting to the Nurse Team Leader on all matters pertaining to the Community Health programs;
- b. Completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data. Completing all communicable disease reports and ensuring all data is submitted to Nurse Team Leader.
- c. Completing and submitting an annual community prioritized work plan according to approved format; participating in the annual review and update;
- d. Maintaining complete, accurate, legible, and timely charting using the electronic health record system;
- e. Ensuring safekeeping of over the counter medications, supplies and vaccines;
- f. Participating in community health meetings when necessary;
- g. Participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- h. Providing Community Health Educational In-services to KZHSS employees, Community Health Service Workers
- i. Reporting on material learned at training seminars attended;
- j. Meeting and planning as a team player with KZHSS team members;
- k. Providing guidance, field experience and supervision of student from nursing faculties when required;
- l. Providing nursing assessments and collaboration of services when required to Home and Community Care Services.

Organizational Responsibilities

As a representative of KZHSS, the Employee is responsible for:

- a. reflecting and interpreting the KZHSS Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. Acting in accordance with relevant legislation and Policies, Standards and Procedures;
- c. Proposing changes within KZHSS that would improve the quality of service to Anishinàbe children, families and community;
- d. Developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinàbe children, families and communities;
- e. Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. Applying Anishinàbe culture, values, traditions and teachings into programming where possible;
- g. Ensuring accuracy, confidentiality and safekeeping of agency records;
- h. Participating constructively in the supervision process with the immediate Manager.
- i. Participating in annual Performance appraisals

ACCOUNTABILITY

The Community Health Nurse is accountable:

- a. For following the Medical Directives set out by KZHSS and CISSSO collaboration
- b. For following all policies, standards and procedures set out by KZHSS & KZA
- c. for maintaining relevant nursing knowledge, skills and leadership competence through continuing education;

To the professional governing bodies,(Ordre des infirmieres et infirmiers du Quebec)

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of current effective Nursing techniques (e.g. administering vaccines), case management, medication management, infection prevention & control, and adherence to all components of the nursing framework for practice within KZHSS.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- 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 the delivery of Health and Nursing programs in the province of Quebec, including but not limited to Privacy Laws, the Nurses Act, Law 90, An Act to Amend the Professional Code, as well as standards, guidelines, and policy positions of the *Ordre des Infirmiers et Infirmieres du Quebec* (e.g. Nurses Code of Ethics).

CONTACTS	
	<ul style="list-style-type: none"> ▪ Maintains positive relationships with clients in providing HCC program and service delivery through family-centered practice. ▪ Interacts and communicates daily with Home & Community Care Nurse and workers; ▪ Maintains effective working relationships with local health providers and community agencies to make referrals. ▪ Collaborates with co-workers, and other community front line workers by participating in multidisciplinary initiatives such as the development of community strategic documents (e.g. pandemic/emergency preparedness plan) ▪ Liaises and networks with local service providers (e.g. Maniwaki Hospital/CLSC), institutions, educational facilities, government agencies, health care agencies/facilities

MANAGERIAL/SUPERVISORY	
Human Resources:	▪ Not applicable in this position.
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Manages medium to high level stress and multi-tasks daily; ▪ Uses proper techniques to carry or lift heavy objects; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations.
Working Conditions:	<ul style="list-style-type: none"> ▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board). ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. ▪ Required to use the KZHSS vehicle. ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.

ESSENTIAL QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Nursing from a recognized public post-secondary University <p><i>or at a minimum:</i></p> <ul style="list-style-type: none"> ▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience with the ability to prescribe. ▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification Course upon hiring and attend mandatory training sessions.

INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness and Algonquin culture and communities. ▪ knowledge and understanding of First Nation health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs; ▪ good knowledge of the Anishinabeg culture and issues affecting Anishinabeg children, families and communities in Kitigan Zibi ▪
Abilities:	<ul style="list-style-type: none"> ▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English. ▪ Ability to manage staff and financial resources. ▪ Computer literacy skills conducive to the office environment. <p>Skills/Abilities</p> <ol style="list-style-type: none"> a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; b. ability to apply ethics of Nursing practice in decision making; c. willingness to adapt to the changing demands of the position; d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; f. problem-solving and leadership skills; g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS. h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS i. Ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met. <p>NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.</p>
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders. ▪ Willingness to receive updated training.

Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Must maintain licensing with the <i>Ordre des infirmiers et infirmières du Québec</i> and the nursing functions of the <i>Profession d'infirmières ou d'infirmiers du Québec</i>; <ul style="list-style-type: none"> ○ Each nurse must participate annually in a minimum of 20 hours of continuous education that is in direct relation to the nurse's professional practice. ▪ 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. ▪ 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 ▪ Must follow all safety precautions and protocols. ▪ Prescribers license or ability to obtain prescribers license
Assets:	<ul style="list-style-type: none"> ▪ Ability to communicate in French ▪ Ability to communicate in Algonquin.

EMPLOYEE/SUPERVISOR SIGNATURES

I CERTIFY THAT I HAVE READ, UNDERSTOOD AND
ACCEPT THE RESPONSIBILITIES ASSIGNED TO THIS POSITION.

EMPLOYEE SIGNATURE

DATE

I certify that this job description is an accurate description of the responsibilities assigned to this position. I approve the delegation of responsibilities outlined herein, within the context of the attached organizational chart.

SUPERVISOR SIGNATURE

DATE

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.



December 7, 2023

JOB OPPORTUNITY

POSITION: NIHB/Jordan's Principle Navigator
LOCATION: Kitigan Zibi Health and Social Services
WORK SCHEDULE: 35 hours a week. Varied schedule.
TERM: Full Time Indeterminate
SALARY: Level 3 starting as per KZA Salary Scale
(\$41,795.37-\$52,276.31) based on work experience

Summary:

The NIHB/Jordan's Principle Navigator assists clients to navigate the Non Insured Health Benefits (NIHB) Program system and related federal/provincial program services for NIHB services and Jordan's Principle services. The NIHB/Jordan's Principle Navigator will facilitate services for children and families who require services in accordance with Jordan's Principle funded by the Department of Indigenous Services Canada (ISC). The NIHB/Jordan's Principle Navigator will work collaboratively with the First Nations and external services to ensure KZA children are funded for appropriate services that meet children's complex needs

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 your: cover letter, updated resume, proof of education/training, and contact information for three references to the attention of **Dawn Cayer, KZHSS Executive Assistant** at 8 Kikinamage Mikan, PO Box 160, Maniwaki, Quebec J9E 3B4 by **December 21, 2023 at 4:00 p.m. (EST)** or emailed to dawn.cayer@kza.qc.ca

Information Contact:

Celine Brazeau, KZHSS Director
Phone: 819-449-5593 ext 2002

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

Interviews will be conducted. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. A screening process will be conducted, followed by interviews. Validation may be made of your credentials



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

NIHB/Jordan's Principle Navigator Job Description

GENERAL INFORMATION

Job Title : NIHB/Jordan's Principle Navigator
Category : Technician
Sector : Kitigan Zibi Health & Social Services
Location : 8, Kikinamag Mikan, Maniwaki, Quebec
Terms : Full Time - Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 3
 in accordance with the *KZA Human Resource Policy*
Immediate Supervisor : Director of Health & Social Services or Designee
Date of Job Description : March 2021

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 NIHB/Jordan's Principle Navigator assists clients to navigate the Non Insured Health Benefits (NIHB) Program system and related federal/provincial program services for NIHB services and Jordan's Principle services. The NIHB/Jordan's Principle Navigator will facilitate services for children and families who require services in accordance with Jordan's Principle funded by the Department of Indigenous Services Canada (ISC). The NIHB/Jordan's Principle Navigator will work collaboratively with the First Nations and external services to ensure KZA children are funded for appropriate services that meet children's complex needs.

KEY DUTIES

- Assist clients with navigation of accessing NIHB and Jordan's Principle services;
- Assist KZHSS staff and KZA sectors staff with communication to NIHB and Jordan's Principle regional and national services for client care;
- Contact with regional advisors from Indigenous Services Canada (ISC) and Centre intégré de santé et de services sociaux (CISSS) to access services for clientele;
- Enhance awareness of existing programs and available supports for clientele under NIHB and Jordan's Principle services through internet online services, community flyers, community information sharing, and one on one community client work;
- Participate in multi-disciplinary staff meetings for client and group needs;
- Strengthen networking relationships with health care providers and network with other service providers for service delivery;
- Ensure all reporting is up to date and submitted according to deadlines;
- May need to assist in staff group work for community activity as required

Non Insured Health Benefits

- Receives client inquiries to assist in investigating their NIHB claims and inquiries by contacting NIHB advisors and program officials according to the case for pharmacy care, dental services, optometry care, and all other NIHB services;
- Communicates with regional representatives for NIHB program development and updating of service information of NIHB programming;
- Advise and support KZA families in resolving general problems encountered when accessing services from NIHB;
- Contacts services related to the case for NIHB and Jordan's Principle problem solving;
- Engage in NIHB appeals processes when required;
- Participates in regional and national NIHB meetings as assigned;
-

Jordan's Principle

- Prepare and document the needs and services for children who require services not covered by NIHB or RAMQ or any other service funding;
- Assist KZA families to complete and submit applications for Jordan's Principle funding;
- Outreach to families with children with unmet needs and assist them to secure access to needed services and supports;
- Help families to navigate the health and social system in a timely manner;
- Ensure that all KZA children receive quality and cultural appropriate health, social and educational services and supports across all stages and levels of care;
- Refer the cases that cannot be supported by ISC-Health existing services;
- Undertake follow-up with clients/families and key contacts to ensure the child is receiving and maintaining the services required;
- Support data collection and analytical activities to better understand the scope of children's needs and nature of service gaps;
- Work collaboratively with the internal staff/external agencies and organizations to ensure all financial claims related to Jordan's Principle are processed and managed according to Jordan's Principle policy and procedures;
- Develop and maintain work files that are accurate, up-to-date and concise;
- Promote, support and maintain effective working relations with other KZA sectors and organizations;
- Promote activities sponsored by Jordan's Principle funds;
- Maintain all activity reporting on relevant databases;
- Prepare, organize and monitor updates of Jordan's Principle proposal submissions to ISC for funding and reporting operations;
- Communicates with clients with motivational interviewing skills to access service delivery as needed.

KNOWLEDGE AND SKILLS

- Knowledge of KZA community, culture and current psychosocial issues encountered by families.
- Knowledge of Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.
- Knowledge of Non-Insured Health Benefits (NIHB) program.

CONTACTS	
	<ul style="list-style-type: none"> Establish relationships with community resources and collaborate with existing community programs and services; Nurture relationships across community-based programs and services; services providers; and First Nations, federal and provincial programs and services; Brief the Director of Health and Social Services regarding issues related to current and anticipated community needs; Develops and maintains effective working relationships and partnerships, with internal (KZA sectors) and external agencies (both public agencies and private organizations).

MANAGERIAL/SUPERVISORY	
Human Resources:	<ul style="list-style-type: none"> Not applicable in this position. May supervise summer students in placement learning
Financial Resources:	<ul style="list-style-type: none"> Ensure all financial claims related to Jordan's Principle are processed and managed according to Jordan's Principle policy and procedures; Monitor all revenues, expenses, invoices, and statements recording for Jordan's Principle funding Collaborate with KZA Finance department, KZHSS and KZES services for proper expense recording and reporting
Material Resources:	<ul style="list-style-type: none"> Monitors any materials accessed for NIHB or Jordan's Principle proposals

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> Works collaboratively as part of a team and independently as required; Must have excellent initiative and be able to work autonomously; Manages medium stress level.
Working Conditions:	<ul style="list-style-type: none"> Administrative tasks within an office setting; Required to work outside of normally scheduled hours and in client environments; May be required to use KZHSS vehicles; Required to attend professional workshops, staff meetings, workplace safety training within KZA and will be required to travel outside of the community.

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> Minimum of a Post Secondary Diploma in a related field with 2 years of work experience in a related field.
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> Knowledge and awareness and Algonquin culture and communities. Standard office computer literacy.
Abilities:	<ul style="list-style-type: none"> Trustworthy, discreet and able to maintain confidentiality; Punctual and reliable with low absenteeism; Responsible and able to organize own workload; Ability to work independently without close supervision; Interpersonal and motivational skills; Ability to be objective towards case work;

	<ul style="list-style-type: none"> ▪ Monitoring and reporting skills; ▪ Ability to communicate orally and in writing in English.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Effective interpersonal skills; ▪ Client service focus; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders.
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle; ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ 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 verbal and written communication skills to communicate with stakeholders in the provincial system; ▪ Ability to communicate in Algonquin.

DECEMBER 22, 2023 AT THE
COMMUNITY HALL STARTING AT
5:00 PM

KZHS PRESENTS



WINTER SOLSTICE
COMMUNITY FEAST
FOLLOWED BY FAMILY
FEUD FROM 6:00- 8:00PM
&
DANCE



COME JOIN US FOR AN
EVENING OF FUN

THIS IS A DRUG/ CANNABIS AND ALCOHOL FREE ACTIVITY

Waxie with PossibilityWall.com



CONTEST



FAMILY CHRISTMAS COOKIES

Make your favourite Family Christmas Cookies and FAMILIES will be the judge!

- Make your cookies at home.
- Take a picture of all who helped with the cooking and send to my Facebook Messenger
 - Provide minimum 6 cookies per plate.
 - Drop off cookies at the Hall (upstairs) on **Friday, December 15, between the hours of 1-4pm.**
- Families attending the FAMILY CHRISTMAS MOVIE will be the judges.
- Winners will be announced on Monday, December 18, 2023 on the Òde Wìdòkàzowin Facebook page.

First Prize: **Ninja Foodi– Air Fryer**

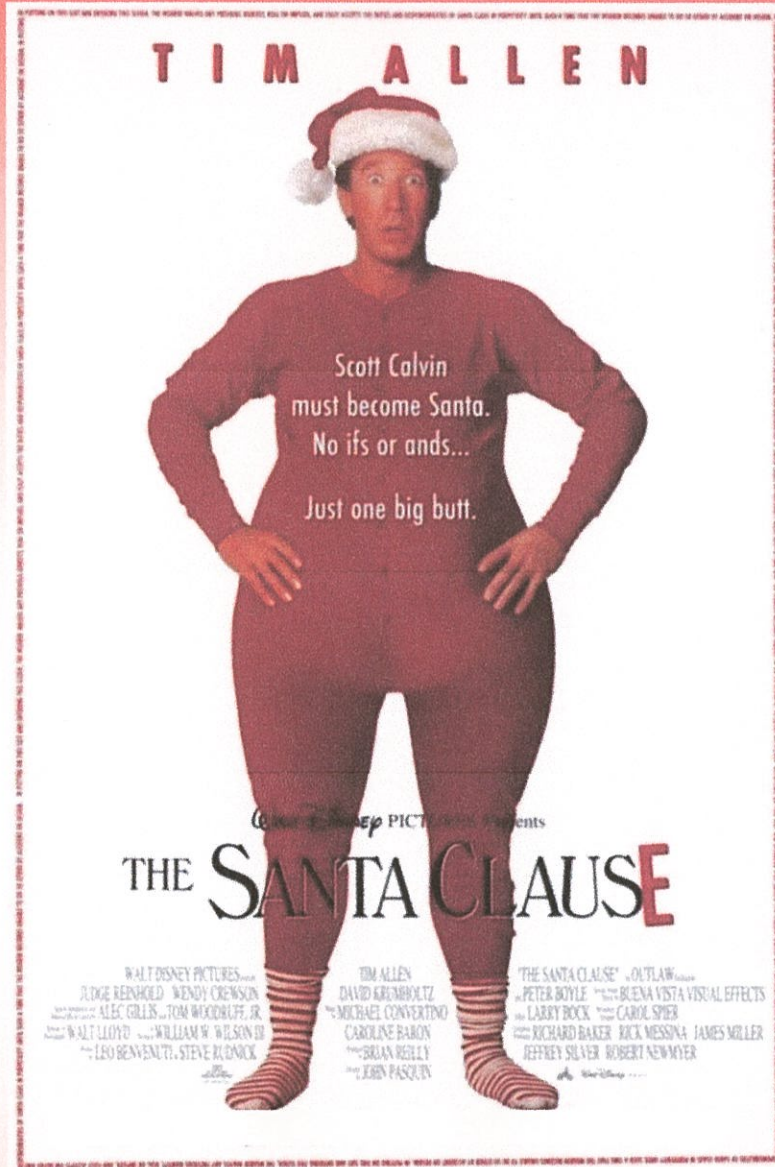
Second Prize: **Ninja Foodi– Blender Duo**

Third Prize: **\$50.00 Gift Card from KZ Store**

*If you have any questions, please contact Jacqueline Deschenes
@ 819-449-2323.*



Family Christmas Movie Night



Friday, December 15th, 2023

KZ School Gym

7 to 9pm

Bring your blankets and pillows!

Snacks and beverages will be provided!

You will be asked to judge the Family Baking Cookie Contest!

If you have any questions, please contact Jacqueline Deschenes at 819-449-2323.

Please remember, all parents/guardians must accompany their child (ren).



K.Z.H.S.S PRESENTS



*Come join us! Family
Winners take all, if
you do not have a
team we can make a
"Community Family"
for you to compete.*



Friday, December 22nd, 2023

From 6:00 - 8:00PM

Community Hall

311 Fafard Street, J9E3B1

*If any questions, Call Kane Dumont at
819-449-5593*



Sports and Recreation Calendar

DECEMBER 2023						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Come dance your style 6- 8pm	5	6 Basketball - kz gym 6-8pm	7 Healthy Hockey 3 -4pm (18+) Volleyball 6 - 8pm	8	9 KZHSS Volleyball Tournament School Gym 1pm
10	11 Come dance your style 6- 8pm	12	13 Basketball - kz gym 6-8pm	14 Healthy Hockey 3 -4pm (18+) Volleyball 6 - 8pm	15	16 Santa Parade
17	18 Come dance your style 6- 8pm	19 Family Bowling 5-7pm	20 Basketball - kz gym 6-8pm	21 Healthy Hockey 3 -4pm (18+) Volleyball 6 - 8pm	22 Winter Solstice Community Feast 5pm Family Feud 6-8pm Community Dance KZ HALI	23
24	25	26	27 Skating + Hot chocolate	28 Sledding + Hot Chocolate	29 Movie + pizza (School Gym)	30 Bowling
31 Community Social-5pm - end School gym		Open Gym				



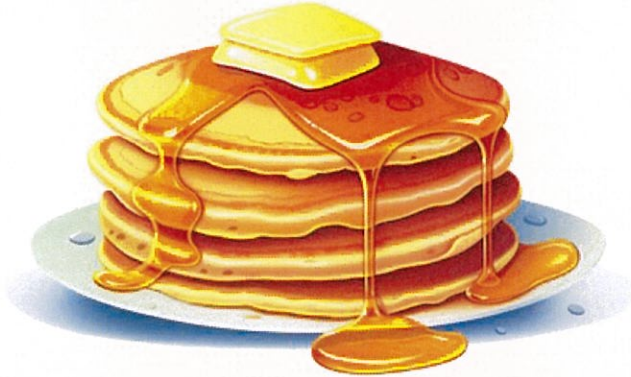
ENDONG DECEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Soup & Sandwiches	5 Swimming & Breakfast	6 Endong Bingo & Lunch	7 Swimming & Breakfast	8	9
10	11 Soup & Sandwiches	12 Swimming & Breakfast	13 Endong Holiday Xmas Party	14 Swimming & Breakfast	15	16
17	18 Soup & Sandwiches	19 Swimming & Breakfast	20 NO ENDONG	21 Swimming & Breakfast	22 KZHSS Holiday Feast	23
24	25 Holiday Starts until January 8th, 2024	26	27	28	29	30
31						

Free Pancake Breakfast

Saturday Decemer 23rd, 2023

9:00am-11:00am



Join members of the Kitigan Zibi Police Service and their families as they serve you a delicious pancake and sausage breakfast.

All you have to do is show up at the KZ Community Hall with a non-perishable food donation to help the Maniwaki Food Bank.

**For further information, contact
Constable Lisa Commanda (819) 449-6078**





Holiday Food Drive



To support the Maniwaki Food Bank
The Kitigan Zibi Police will be collecting non-
perishable food items at the intersection of
Paganakomin/Pitobing Mikan
on the following dates:

Friday December 8th, 2023 4pm-5pm

Friday December 15th, 2023 4pm-5pm

Friday December 22nd, 2023 4pm-5pm

For further information, contact Constable
Lisa Commanda (819) 449-6078





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

JOIN US TO
CELEBRATE

Ricky and Sheila's

New Year's Eve
WEDDING PARTY

SIX PM

31

DECEMBER

SUNDAY

* AT THE COMMUNITY HALL *
LIVE MUSIC WITH LYLE ODJICK AND
THE NOTHERN STEAM
* BAR & FOOD *

PARTY IS OPEN TO EVERYONE

DRESS TO IMPRESS
AT 9 PM - 18+