



KITIGAN ZIBI ANISHINABEG

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

Kwey community members,  
This is a friendly reminder that  
our new  
operating hours will be:

*Monday to Thursday*

*8:00am - 4:00pm*

*Friday 8:00am - 12:00pm.*

**KZA Community Services Office**





## KITIGAN ZIBI ANISHINABEG

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### First Nations Drinking Water Claim Update:

For claimants who have submitted their applications on or before March 7, 2023 will be receiving eligibility letters in the mail, if not already.

If you were born before 1995, in order to claim for the full duration of living on reserve your eligibility letter should state that you are approved for 2770 days.

If it says something lower than this AND you have been living on reserve for the full duration, November 20, 2013 – June 20, 2021 please contact Deloitte to appeal the process at **1-833-252-4220** to speak with a Claims Administrator.

Below see chart to calculate how much you can expect to receive as an example by days:

#### **Days approved: 2770**

2770 divided by 365 days per year = 7.6 years total

7.6 years total X \$1650.00 = 12,540.00

Remember! You have 60 days from receiving your eligibility letter to appeal. If Deloitte doesn't hear from you after 90 days, compensation will be applied and the decision is final.

Should you require further assistance feel free to contact me, Leanne Cox at 819-449-5170 extension 1003.

Migwetch,

Leanne Cox



## **KITIGAN ZIBI ANISHINABEG**

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December 20<sup>th</sup>, 2023

### **Kitigan Zibi New Logo Contest 2.0**

Dear KZA,

The Kitigan Zibi Band Council recently moved a motion to rebrand and re-design our existing logo.

It's been close to 30 years using our existing logo and the Council feel it's time to refresh.

Please submit your logo submission to Jo-Ann Dumont at the Band Office or by email to [Jo-Ann.Dumont@kza.qc.ca](mailto:Jo-Ann.Dumont@kza.qc.ca) no later than Monday, January 29<sup>th</sup>, 2024, 4:00pm.

**1<sup>st</sup> Prize - \$2,000.00**

Seeking a traditional Algonquin concept, Kitigan Zibi Anishinabeg name be included and modernized.

A mini voting process will be held to choose the logo at a later date.

Migwech,

Christine Stevens, Community Services Director  
Kitigan Zibi Anishinabeg



# **KITIGAN ZIBI ANISHINABEG**

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## **STOVE WOOD PROJECT 2024**

**Please refer to the KZA Stovewood Policy for all rules and regulations related to the stove wood project**

The stove wood site will be open and operational on Monday, January 15, 2023 to community members. This year's stovewood project will be located near Green Lake on the road to Cedar Lake.

Registration is now open to order up to 15 cords per household by a registered KZA community members and the method to register is detailed below.

### **How to Register when using contractor:**

- Application forms are available to be filled out at the band office front desk.
- The form indicates the name of the applicant, how many cords are being requested, the address of the household and the name of the contractor who will be doing the logging.
- Contractors are strictly prohibited from harvesting wood for people who have not yet registered. Field supervisors will have an updated list of registered names every morning. Therefore, contractors must wait for the day following registration to begin harvesting wood for a given community member. Contractors who harvest before receiving confirmation from the field supervisor will be penalized.

**Community members who are purchasing stove wood from individuals working at the site, are encouraged to place orders as soon as possible.**

### **REMINDERS**

- Individuals must arrange and pay for all costs incurred in obtaining the stove wood with the contractor you hire. The band is not responsible for coordinating delivery or paying for stove wood on the community member's behalf.
- Contractors or Community Members who wish to cut their own wood must contact the stove wood supervisor to be placed prior to beginning work.
- The site will open Monday to Sunday from 8:00 am to 5:00 pm. For safety reason, no one is allowed on site after the supervisor has left. The last time to access site is 4:00pm, this is to ensure that all trucks leave site by 5:00pm.
- The stovewood site is an active worksite. If you are not involved in harvesting stovewood, do not visit the site during operating hours (8-5) since there is a safety risk for the general public.

If you have any questions, please direct them to the on-site supervisor or to Erik Higgins at 819-449-5170 ext.1800





## KITIGAN ZIBI ANISHINABEG

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January 10th, 2024

### Job Opportunity Application for: Stovewood Project Supervisor

The Natural Resource and Wildlife Department, under the Community Services Sector (Band Office), requires the following positions to be staffed:

Stovewood Project Supervisor. If you are interested in being considered for this term contract positions, please complete this application form and submit it to Janet Brascoupe at the Band Office (819) 449-5170 or [janet.brascoupe@kza.qc.ca](mailto:janet.brascoupe@kza.qc.ca):

**DEADLINE TO APPLY: January 19th, 2024 @ 12:00 p.m.**

#### ***Stovewood Project Supervisor***

##### **Mandatory Requirements:**

- Must have valid Driver's License
- Physically be able to tolerate cold weather and walk harvesting block.
- Must have experience in forestry preferably logging.
- Must be able to ensure a safe work environment, this includes overseeing site and ensuring safety equipment is used.
- Must be able to read forestry maps and identify relevant tree species of the area.
- Must be knowledgeable of using forestry technical equipment including GPS.

Please submit copies of diploma(s), certificate(s), degree(s) and licence(s) to support any specialized training you may have to show that you meet the requirements. Documents will be included in your personnel file. Validation will be made of credentials/licences before a letter of offer will be given.

Selection will be based on information submitted by the applicant and requirements being met. No interviews will occur. Not all applicants will be hired however, all eligible applicants who meet the basic criteria will be kept on an eligibility list for one year for the purposes of replacement and or substitution. Work attendance and history will be taken into consideration.

The applicant is responsible to ensure that all information required for a complete application is accurate, updated and submitted before the deadline. Failure to submit all necessary documentation before the deadline will be considered incomplete. Incomplete applications will not be considered.

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

Employment Application  
Stovewood Project Supervisor  
Deadline to Apply: January 19, 2024@ 12:00p.m.

Name: \_\_\_\_\_

Home Permanent Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different from home address)

Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Resume Attached ☐ Yes ☐ No

Copy of Valid Driver's Licence ☐ Yes ☐ No

Class(es) \_\_\_\_\_

Valid Medical Card will be required to be covered by CSST ☐ Yes ☐ No

Specialized Training: Please list and describe  
relevancy; \_\_\_\_\_  
\_\_\_\_\_

**Note: Please provide all supporting documents, such as a resume, and further information on a separate sheet of paper, such as previous employer and year of employment. Recent work attendance, experience and training will be taken into consideration and verified.**

\_\_\_\_\_  
Name, Signature and Date of Application





# FORESTRY & HARVESTING PLAN COMMUNITY SESSION

**Tuesday, January 23<sup>th</sup>, 5pm**  
**Cultural Center – Diner Gathering**

The Natural Resources and Wildlife Office (NRWO) is inviting community members, Elders and Youth to a diner gathering where forest harvesting plans for 2023-2028 will be shared. Membership input is needed. Forest cut planned in trapping areas will also be shared.

For more information, contact Valerie Brazeau at the NRWO, 819 449-5170 ext. 1801 ([valerie.brazeau@kza.qc.ca](mailto:valerie.brazeau@kza.qc.ca)).

Our Land. Our Voice. First







# FIRST NATIONS AND INUIT REGIONAL FORUM Outaouais

*Working together to succeed!*

Join us for an employment-focused event highlighting job opportunities, cultures, discussions, and collaborations of the First Nations and Inuit communities in the Outaouais region.

More details coming soon. Don't miss this unique opportunity for networking, sharing, and job-related discovery!

## Limited spots

Includes : Round-trip  
Charter Transportation

Breakfast, lunch and  
dinner during the stay

1 Hotel Room for 2  
nights\*

\*Security deposit is at  
your expense.

## Registration

Deadline: January 12, 2024



Commission de développement  
des ressources humaines des  
Premières Nations du Québec

First Nations Human  
Resources Development  
Commission of Quebec

## March 12, 2024

12 : 45 pm

Barriere Lake Departure

3 : 00 pm

Kitigan Zibi Departure

5 : 00 pm

Participants Arrival

## March 13, 2024

8 : 30 am - 4 : 00 pm

Forum

## March 14, 2024

8 : 30 am - 12 : 30 pm

Forum

13 : 30 pm

Participants Departure

4 : 00 pm

Kitigan Zibi Departure

5 : 30 pm

Barriere Lake Arrival





Centre d'Innovation  
des Premiers Peuples

LA OÙ LES PREMIERS PEUPLES  
ENGENDRENT LE PROGRÈS

# FEMININ FABLAB GATINEAU

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

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

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

## ELIGIBILITY CRITERIA:

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

**To register, contact at:**

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

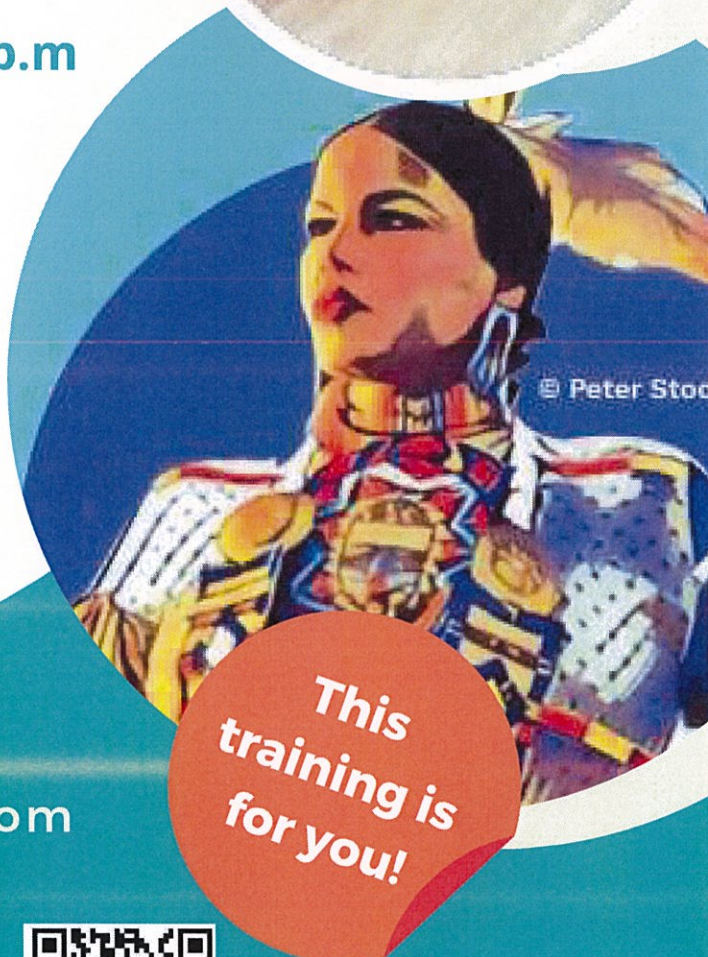
☎ 343-987-4752

**Deadline : January 17th, 2024**

**First Peoples Innovation Center**

[www.cipp-fpic.com](http://www.cipp-fpic.com)

**85B Promenade du Portage Gatineau, QC**



**This  
training is  
for you!**



With financial assistance provided by

**Québec** 




## KZA RECYCLE/GARBAGE SCHEDULE

November 2023 – February 2024



 COLLECTION DAY

☐ GARBAGE PICKUP



### NOVEMBER 2023

S	M	T	W	T	F	S
				2	3	4
5	6	7	<input type="checkbox"/> 8	9	10	11
12	13	14		16	17	18
19	20	21	<input type="checkbox"/> 22	23	24	25
26	27	28		30		



### DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	<input type="checkbox"/> 6	7	8	9
10	11	12		14	15	16
17	18	19	<input type="checkbox"/> 20	21	22	23
24	25	26		<input type="checkbox"/> 28	29	30
31						

### JANUARY 2024

S	M	T	W	T	F	S
	1	2	<input type="checkbox"/> 3	4	5	6
7	8	9		11	12	13
14	15	16	<input type="checkbox"/> 17	18	19	20
21	22	23		25	26	27
28	29	30	<input type="checkbox"/> 31			

### FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6		8	9	10
11	12	13	<input type="checkbox"/> 14	15	16	17
18	19	20		22	23	24
25	26	27	<input type="checkbox"/> 28	29		

**To avoid your garbage bin from getting too full ...  
PLEASE RECYCLE**





January 11, 2024

### **JOB OPPORTUNITY-2<sup>nd</sup> 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)

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#### **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 Kikinamag Mikan, PO Box 160, Maniwaki, Quebec J9E 3B4 by **Thursday, January 25, 2024, at 4:00 p.m. (EST)** or email to [dawn.cayer@kza.qc.ca](mailto:dawn.cayer@kza.qc.ca)

#### **Information Contact :**

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

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

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



## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### 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 Kikinamange 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 infirmières et infirmiers du Québec)

## 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 Infirmières du Québec* (e.g. Nurses Code of Ethics).



CONTACTS	
	<ul style="list-style-type: none"> <li>▪ Maintains positive relationships with clients in providing HCC program and service delivery through family-centered practice.</li> <li>▪ Interacts and communicates daily with Home &amp; Community Care Nurse and workers;</li> <li>▪ Maintains effective working relationships with local health providers and community agencies to make referrals.</li> <li>▪ 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)</li> <li>▪ Liaises and networks with local service providers (e.g. Maniwaki Hospital/CLSC), institutions, educational facilities, government agencies, health care agencies/facilities</li> </ul>

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

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

INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and Algonquin culture and communities.</li> <li>▪ 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;</li> <li>▪ good knowledge of the Anishinabeg culture and issues affecting Anishinabeg children, families and communities in Kitigan Zibi</li> <li>▪</li> </ul>
Abilities:	<ul style="list-style-type: none"> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to communicate orally and in writing in English.</li> <li>▪ Ability to manage staff and financial resources.</li> <li>▪ Computer literacy skills conducive to the office environment.</li> </ul> <p>Skills/Abilities</p> <ol style="list-style-type: none"> <li>a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery;</li> <li>b. ability to apply ethics of Nursing practice in decision making;</li> <li>c. willingness to adapt to the changing demands of the position;</li> <li>d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership;</li> <li>e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office;</li> <li>f. problem-solving and leadership skills;</li> <li>g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS.</li> <li>h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS</li> <li>i. Ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met.</li> </ol> <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"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliability;</li> <li>▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> <li>▪ Willingness to receive updated training.</li> </ul>



Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> <li>▪ 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"> <li>○ 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.</li> </ul> </li> <li>▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle.</li> <li>▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification</li> <li>▪ Must follow all safety precautions and protocols.</li> <li>▪ Prescribers license or ability to obtain prescribers license</li> </ul>
Assets:	<ul style="list-style-type: none"> <li>▪ Ability to communicate in French</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>

#### 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.*



**\*\*\*CORRECTION\*\*\***

**JOB OPPORTUNITY**

January 11, 2024

POSITION: Long Term Care Coordinator

LOCATION: As designated by KZHSS

WORK SCHEDULE: 35 hours a week. The incumbent will be expected to work outside of normal work hours on a varied schedule

TERM: Indeterminate. 6-month probationary period and can be extended to one year less a day if required.

SALARY: Level 7 (\$56,717.72 – \$70,897.15) as per the KZA Salary Scale Starting Range (0 to 5) to be determined based on work experience

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**SUMMARY:**

Under the supervision of the KZHSS Director, the Long Term Care Coordinator implements and coordinates collaborative programming that directs and supervises the Home and Community Care Services, In Home Care services, the Kiweda Group Home and other senior program opportunities to ensure effective and efficient services are provided for clients.

**Forward your Application to:**

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, January 25, 2024, at 4:00 p.m. (EST)** or email to [dawn.cayer@kza.qc.ca](mailto:dawn.cayer@kza.qc.ca)

**Information Contact :**

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

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

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





## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### Long Term Care Coordinator Job Description

#### GENERAL INFORMATION

**Job Title :** Long Term Care Coordinator  
**Category :** Professional  
**Sector :** Kitigan Zibi Health and Social Services  
**Location :** KZHSS designated location  
**Terms :** Full Time Indeterminate  
**Hours :** 35/hrs per week  
**Salary :** Level 7

**Immediate Supervisor :** KZHSS Director  
**Date of Job Description :** Jan 2024

#### 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

Under the supervision of the KZHSS Director, the Long Term Care Coordinator implements and coordinates collaborative programming that directs and supervises the Home and Community Care Services, In Home Care services, the Kiweda Group Home and all other senior program opportunities to ensure effective and efficient services are provided for clients.

#### KEY DUTIES

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>Coordinates the amalgamation of Seniors services of Home and Community Care, In Home Care, Kiweda Group Home, Seniors meals, and Seniors Activities Services, to provide services aligned to support a continuum of care strategic plan.</li></ul> | <ul style="list-style-type: none"><li>Plans, coordinates and executes all continuum care programs, services and projects for seniors and those needing continuum care plans.</li><li>Ensures the KZHSS Director and the teams are well briefed on any opportunities, developments or changes in working groups/committees for seniors services.</li><li>Ensures a continuum care strategic plan is devised and deployed for effective continuum care services in the community.</li><li>Participates in planning sessions of KZHSS management and liaises the necessary information to KZHSS teams.</li></ul> |
|--|---|

	<ul style="list-style-type: none"> <li>• Organizes and attends management meetings, assists in his/her planning and carries out any delegated follow up including updating team.</li> <li>• Attends and hosts all continuum care staff meetings, when required</li> <li>• Ensures the networking process among all KZHSS programming for continuing care services delivery.</li> <li>• Ensures the development of individual care plans for a multi-disciplinary team.</li> <li>• Ensures care co-ordination focuses on longitudinal and holistic care.</li> <li>• Participates in local, regional and national working groups/committees as determined by the KZHSS Director.</li> <li>• Seeks additional funding for KZHSS by conducting research on potential new funding sources and submitting proposals approved by the KZHSS Director.</li> <li>• Ensures there are defined services for continuum care that are communicated to the community.</li> <li>• Provides advice and support to management on staffing issues.</li> <li>• Provides assistance in developing proposals for funding.</li> </ul>
<ul style="list-style-type: none"> <li>• Directs and supervises the continuum of care teams</li> </ul>	<ul style="list-style-type: none"> <li>• Carries out operational planning with KZHSS management.</li> <li>• Carries out year end reporting with KZHSS management.</li> <li>• Provides leadership and supervision to staff in the implementation of service delivery activities, goals and objectives of the continuum of care services</li> <li>• Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; this includes recruiting appropriate staff, addressing complaints, resolving problems, training employees; directing specific work, appraising performance and, in collaboration with HR in terminating employees, when necessary.</li> <li>• Conducts annual sessions with continuum care teams to ensure work plans, tools; projects and services align with the continuum care strategic plan and emerging needs noted by KZHSS management.</li> <li>• Ensures continuum care teams conduct relevant research data review to identify emerging needs and develop annual work-plans and budgets to respond to these needs.</li> <li>• Establishes regular staff meetings to support plans, communications, tracking of work and team building.</li> <li>• Establishes appropriate networks and resources to support the work of continuum care teams.</li> <li>• May be requested to host staff validation and social activities as determined by management.</li> </ul>
<ul style="list-style-type: none"> <li>• Establishes and monitors appropriate accountability methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all required reporting is completed</li> <li>• Ensures databases/files are established and maintained on all relevant continuum of care operations, projects and services.</li> <li>• Ensures records are kept on: work schedules, meetings, travel, projects and services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensures evaluation and periodic reviews of services delivery/work plans.</li> <li>• Ensures reports are completed and submitted as required by the KZHSS Director, funding agencies, Chief and Council when required, as well as those required to maintain good internal public relations.</li> <li>• Ensures there is an adequate support and supervision for the team leadership within the continuum of care teams.</li> <li>• Approves and ensures time sheets and expense claims are handed for processing.</li> <li>• Manages delegated signing authority</li> <li>•</li> </ul>
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### KNOWLEDGE AND SKILLS

- Knowledge and awareness and the KZA culture and community.
- Theories, principles and practices of program administration, delivery, monitoring, performance evaluation, and reporting.
- Theories, principles, and practices of geriatrics; safe ethical and effective preventative care practices.
- Managerial skills to effectively plan, manage, mentor and evaluate staff performance, and to plan, manage and account for financial resources.
- Knowledge of governing provincial legislative, regulatory and policy requirements and Privacy Laws.
- Knowledge of KZA/KZHSS policies, including KZHSS Policies and Procedures Manual, KZA Human Resources Manual and KZA Code of Ethics, KZHSS Professional Code of Ethics.
- Trends, developments, leading practices and innovation in the geriatric health and social field including changes/new direction of governing and/or new legislations, regulations and policies.
- Theories, principles and practices of effective medication management, ensuring the safe delivery, storage, distribution, disposal, record-keeping, or proper and prompt reporting of errors/discrepancies.
- Extensive knowledge and experience within an Elders/Seniors housing environment including health, hospitality supports and personal care services;
- Experience in all aspects of staff supervision and property management;
- Ability to read and write English fluently;
- Computer literacy conducive to an office environment and more particularly knowledge of Microsoft software;
- Ability to deal effectively, tactfully and patiently with staff seniors and the general;
- Demonstrate sound judgement as well as strong written and oral communication skills;
- Strong organizational skills and the ability to multi-task;
- Excellent public relation skills;
- Knowledge of basic bookkeeping practices;
- Ability to craft articulate documents such as proposals, reports, briefs and correspondence that effectively communicates messages.
- Good knowledge of the Kitigan Zibi community and culture. Must be sensitive and open to traditional native concepts and be prepared to adapt services.

### CONTACTS



<ul style="list-style-type: none"> <li>▪ Works in close collaboration with client's and family members to ensure clients receive available services according to their individualized care plans.</li> <li>▪ Supports staff in promoting a calm yet stimulating atmosphere.</li> <li>▪ Ensures Personal Support Workers are sufficiently trained, supervised, supported and have clear understanding and instruction in carrying out assigned delegated tasks.</li> <li>▪ Briefs Director regarding issues/concerns (operational/administrative) and assists with annual budgets.</li> <li>▪ Communicates with the Nurse In Charge for client clinical care component and case management requirements.</li> <li>▪ Consults and collaborates with internal and external health and social service professionals to: determine client's service needs; ensure quality care; develop client's personal care plan.</li> <li>▪ Serve as a liaison to community agencies; network with community service providers; seek new opportunities/services</li> </ul>
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MANAGERIAL/SUPERVISORY	
<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>▪ Must oversee and supervise all continuum of care employees directly</li> </ul>
<b>Financial Resources:</b>	<ul style="list-style-type: none"> <li>▪ Must oversee designated budgets with the KZHSS Director and KZA finance department</li> </ul>
<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>▪ Must manage all capital and material requirements of continuum of care programming</li> </ul>

ENVIRONMENTAL FACTORS	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Must be able to work in high stress environment</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Versatile and must be adaptable to changing work environments</li> </ul>

INCUMBENT QUALIFICATIONS	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Bachelor Degree in Human Services field with two (2) years experience in management and supervision or</li> <li>▪ College Level Diploma in related discipline with formal training in Human Services and Community Development and five (5) years management/supervisory work experience in Human Services</li> <li>▪ Must have experience in program development and planning</li> </ul>

INCUMBENT COMPETENCIES	
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates strong leadership and organization skills in order to manage multiple teams and projects.</li> <li>▪ Demonstrates sound problem solving skills and analytical skills utilizing collaborative decision making and open to challenges.</li> <li>▪ Good public speaking skills involving small and large groups.</li> <li>▪ Ability to deal with the pressure and demands of living in the community and balancing personal and work life (if applicable).</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Has good knowledge of the community and its issues, concerns and socio-economic problems facing the community.Regular work week and requiring some overtime on evenings and weekends.</li> <li>▪ Must function well adapting to diverse teams.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Must have a good command of modern technology use</li> <li>▪ Leadership and interpersonal skills;</li> <li>▪ Planning, organization and coordination skills;</li> <li>▪ Monitoring, compiling statistical data, and reporting skills;</li> <li>▪ Ability to communicate orally and in writing in English;</li> <li>▪ Ability to manage staff and financial resources;</li> <li>▪ Ability to work with computers and office software;</li> <li>▪ Able to manage conflict;</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy</li> <li>▪ Reliability</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders</li> <li>▪ Has compassion, patience and understanding in dealing with clients and their family members</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle.</li> <li>▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols .</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ French verbal and written communication skills to communicate with stakeholders in the provincial system;</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>



January 11, 2024

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

**POSITION:** Home and Community Care Clerk

**LOCATION:** Kitigan Zibi Health and Social Services

**WORK SCHEDULE:** 35 hours a week.

**TERM:** Indeterminate. 6 Month probationary period.

**SALARY:** Level 4. Range based on work experience  
(\$44,325.79 - \$55,452.40)

#### **SUMMARY:**

Under the supervision of the Home and Community Care Coordinator, the Home and Community Care Clerk provides administrative and logistical support to facilitate effective communication and collaboration between all employees within the Home and Community Care program. The Home and Community Care Clerk will play a pivotal role in meeting the objectives of quality control and program delivery.

#### **PREAMBLE:**

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, January 25, 2024, at 4:00 p.m. (EST)** or email to [dawn.cayer@kza.qc.ca](mailto:dawn.cayer@kza.qc.ca)

#### **Information Contact :**

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

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

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





## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### Home and Community Care Clerk

#### Job Description

##### GENERAL INFORMATION

**Job Title :** Home and Community Care (HCC) Clerk  
**Category :** Administrative Support  
**Sector :** Kitigan Zibi Health & Social Services  
**Location :** Kitigan Zibi Health Centre  
8 Kikinamag Mikan, Maniwaki, Quebec  
**Terms :** Full Time—Indeterminate. 6 month probation period  
**Hours :** 35 hours per week. Varied Schedule.  
**Salary :** KZA Salary Scale Level 3  
(Range to be determined in accordance with the *KZA Human Resource Policy*)

**Immediate Supervisor :** KZHSS Home and Community Care Coordinator

**Date of Job Description :** Jan 2024

##### KZHSS MISSION STATEMENT

KZHSS 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

Under the Supervision of the Home and Community Care Coordinator, the Home and Community Care Clerk provides administrative and logistical support in a courteous and professional manner. As part of the HCC Team, the objective is to ensure quality service delivery to clients in an efficient manner.

##### KEY DUTIES

Distributes approved schedules to In-Home Care, Heavy Duty and Winter Component Workers.

- Prepares and distributes weekly service delivery schedules to workers;
- Assists with assigning and scheduling workers to individual HCC clients;
- Manages changes to client service schedules;
- Responds to daily inquiries from HCC clients regarding programs and services;
- Assists with monitoring workers regarding adherence to schedules/attendance;
- Issues safety equipment and material to workers in accordance to safety kit standards;
- Maintains communication with HCC Coordinator or designate identifying any concerns or occurrences involving persons or property by following reporting protocols.

##### Administrative:

- Collects time sheets/books for processing payroll;
- Maintains a detailed and accurate records management and filing system;
- Assists in the completion of program reporting requirements including clinical data entry as required and adheres to reporting deadlines;
- Maintains and replenishes inventory of office and medical supplies as required;
- Obtains estimates and purchases seasonal supplies (i.e.) salt, cleaning supplies, equipment;
- Arranges for Lifeline System Program for clients;

- Arranges for Lifeline System Program for clients;
- Assists in preparation for meetings, Health Fair and Safety Fair;
- Reports pertinent information to the HCC Coordinator.

#### Management of Medical Equipment Loans.

- Oversees the daily loaning and cleaning of medical equipment requested by community members;
- Records loaned, broken and new equipment into the red beam database;
- Coordinates training for workers on sanitizing equipment and records usage and maintenance;
- Acquires cost estimates for new and equipment and associated repairs.

#### General Duties:

- Completes other job related duties assigned by the HCC Coordinator or designate in relation to office and program support.

### KNOWLEDGE AND SKILLS

- Theories, principles, and practice of office administration procedures;
- Communication and client service skills including proper telephone etiquette in English and French;
- Organizational skills to ensure efficient client/information flow and meet requests;
- Knowledge of infection prevention and control practices;
- Knowledge of privacy laws (Privacy Act and PIPEDA) and pertinent considerations around medical records management and the Protection of personal information;
- Knowledge of KZA/KZHSS policies, including KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, KZHSS Professional Code of Ethics.

### CONTACTS

As delegated by HCC Coordinator or designate may be required to:

- Contact local clinics/agencies including hospitals (CISSO, CLSC), Familiprix and Jean-Coutu) and out-of-town health care clinics/organizations/ pharmacies;
- Interact with governmental departments and agencies in collaboration with client/health professional(s) requests including Health Canada (F.N.I.H.B. and Non-Insured Health Benefits), Régie d'Assurances Maladie du Québec (R.A.M.Q.).

### MANAGERIAL/SUPERVISORY

<b>Human Resources:</b>	Assist with scheduling contract workers
<b>Material Resources:</b>	Oversees and maintains management of HCC Inventory.

### ENVIRONMENTAL FACTORS

<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Required to meet concurrent demands and deadlines;</li> <li>▪ May be required to deal with difficult persons and situations;</li> <li>▪ Required to keep all medical information highly confidential and may become aware of highly sensitive health information regarding clients/community members;</li> <li>▪ Must be able to work in both the English and French language.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Mainly an office environment and accessing the medical equipment trailer.</li> </ul>



INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> <li>• Post Secondary Education in Office administration or Office Administration with one consecutive year of office experience or</li> <li>• At a minimum, a high school diploma (DEP/DVS/DES) with additional training in office administration with two consecutive years of related work experience in an office setting.</li> </ul>
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness of the KZA culture and community;</li> <li>▪ Knowledge of records management/filing/ processing documents.</li> </ul>
Abilities:	<ul style="list-style-type: none"> <li>▪ Professionalism;</li> <li>▪ Concentration;</li> <li>▪ Good time management;</li> <li>▪ Communication and client-service skills;</li> <li>▪ Problem-solving skills;</li> <li>▪ Planning, organization and multi-tasking skills;</li> <li>▪ Team-player works in a coordinated effort.</li> </ul>
Personal Suitability:	<ul style="list-style-type: none"> <li>▪ Discretion, diplomacy, reliability;</li> <li>▪ Mental calibre to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;</li> <li>▪ Ability to maintain healthy professionalism/respect for colleagues and clients while working in stressful environment;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> </ul>
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> <li>▪ Valid driver's license for the duration of employment;</li> <li>▪ Ability to undergo a criminal record verification and maintain a clean record. Incumbent must not possess any criminal record (s) related to working in the profession;</li> <li>▪ Must provide medical certificate of good health if considered for the position within a two week period;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training on one's own time within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols;</li> <li>▪ Legally able to work in Canada.</li> </ul>





January 11, 2024

### **JOB OPPORTUNITY-3rd Posting**

POSITION: Youth Wellness Worker  
LOCATION: Òde Widòkàzowin Child and Family Services  
WORK SCHEDULE: 35 hours a week. Varied Schedule  
TERM: Indeterminate  
SALARY: Level 4, Range based on work experience  
(\$44,325.79 – 55,452.40)

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#### **Summary:**

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

#### **Application Requirements:**

If you are interested in applying for the position and are able to demonstrate that you meet the mandatory basic requirements, please present the following: cover letter, updated resume, proof of education/training, and contact information for 3 references to the attention of **Dawn Cayer, KZHSS Executive Assistant** at 8 Kikinamag Mikan, PO Box 160, Maniwaki, Quebec J9E 3B4 by **Friday, January 25, 2024 at 4:00 p.m. (EST)** or email to [dawn.cayer@kza.qc.ca](mailto:dawn.cayer@kza.qc.ca)

#### **Information Contact :**

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

#### **Third Posting: Open to all in accordance with the Kitigan Zibi Anishinabeg's Staffing, Recruitment, and Retention Policy.**

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



## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### Youth Wellness Worker

#### Job Description

#### GENERAL INFORMATION

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

#### KZHSS MISSION STATEMENT

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

#### CLIENT SERVICE RESULTS

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

#### KEY DUTIES

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



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

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

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

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

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



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

#### 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.*



We hope this message finds you well and enjoying your time at the skating rink. As winter brings us the joy of gliding on ice and creating cherished memories, it's important that we all contribute to maintaining the beauty of our community space.

We've noticed a few instances where some items have been left behind, and we kindly request your assistance in keeping our skating rink area/ shack pristine. Let's work together to ensure a pleasant and clean environment for everyone to enjoy.

Here are a few friendly reminders:

**Trash Disposal:** Please be mindful of your trash and use the designated bins provided around the skating rink area. This helps in keeping the surroundings clean and ensures a safe environment for everyone.

**Personal Belongings:** Double-check that you have all your belongings before leaving. Items like water bottles, hats, and mitts are easily misplaced, so a quick look around can make a big difference.

**Recycling:** If you have recyclable items, please use the recycling bins appropriately. Let's make an effort to reduce our environmental impact and promote sustainable practices.

**Encourage Others:** Kindly remind fellow skaters and visitors about the importance of keeping our rink and shack tidy. A collective effort goes a long way in maintaining a welcoming and enjoyable space for everyone.

We appreciate your cooperation in making our skating rink a clean and inviting place for all. Thank you for being considerate and helping to preserve the charm of our community space.

Wishing you all a wonderful time on the ice!





## *Kitigan Zibi Health and Social Services*

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

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

### **RAPID RESPONSE COVID-19 ANTIGEN RAPID TEST DEVICE**

TO ALL KZA COMMUNITY MEMBERS PLEASE BE ADVISED TO CHECK YOUR RAPID TESTS ON THE BOX FOR THE EXPIRY DATE. THERE ARE SOME RAPID TESTS THAT HAVE EXPIRED IN DECEMBER 2023.

### **NEW RAPID TESTS ARE AVAILABLE FOR KZA COMMUNITY MEMBERS**

KZA COMMUNITY MEMBERS CAN PICK UP NEW RAPID TESTS AT THE KZHSS CLINIC. FOR THE ELDER'S THAT ARE UNABLE TO AND ARE WANTING TO HAVE NEW RAPID TESTS. PLEASE CONTACT THE KZHSS CLINIC AND ARRANGEMENTS WILL BE MADE TO ENSURE RAPID TESTS ARE AVAILABLE.

IN CARING FOR OUR HEALTH,

KZHSS CLINIC