



KITIGAN ZIBI ANISHINABEG

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

NOTICE

This is to advise the community that KZA Community Services and KZHSS will be working under **a new modified work schedule until March 8, 2024.**

The new hours of operation will be:

Monday to Thursday: 8:00 am to 4:00 pm

Fridays: 8:00 am to 12:00 pm

These hours are permitted due to the Employees accumulating their extra summer hours last fall when they worked to 4:30 pm, Monday to Friday.

If all goes well, and these new work hours are respected by the Employees,

KZA and KZHSS's hours will become the following commencing March 11, 2024 annually:

Monday to Thursday: 8:00 am to 4:45 pm

Fridays: 8:00 am to 12:00 pm

This new schedule permits the employees time to accumulate the extra hours to take off Friday afternoons for the remainder of the year. It also allows community members to access the Community Services for a longer period of time during each work day, except Fridays. Finally, this new work schedule will enable the Employees to have more quality time with their families and children weekly.

We appreciate your understanding during this time of transition!



KZA COMMUNITY SERVICES & KZHSS ADMINISTRATION

*** Modified work schedule does not apply to essential workers such as Public Works, Kiweda Group Home, Emergency Services, etc. ***



**Kà-Nàgadawenindamodjig Akì, Nibì ashidj Awesinzag
nandwewehingeg kakina Kitigàn Zìbì Anishinàbeg kidji bì-wìdji
àgimoseyeg ashidj agòdòdàwegeyeg.**

**Kà-Mitàgonebizodjig kada tagwanon kaye kidji
mitàgonebizoyeg wàkàhì kid-Anishinàbe-Akìnàng.**

**The Land, Water and Animals Advisory Committee Invite all Kitigàn Zìbì
community members come out and join us in snowshoeing and set snares.**

Also, snowmobiles will be on site to take a ride in our territory.



Agòdòdà

Let's hang snares

When: Sunday, January 28, 2024

Time: 11:00 am to 3:00 pm

Where: KZ cabin in La Verendrye Park

We will have a bonfire going, roast some
hotdogs, marshmallows and boil water for
tea.

You can bring a dish or snacks to share.

For more information, you can contact Land,
Water and Animals Advisory Committee
Coordinator Mariette Buckshot at:

819-449-5170 ext.: 9025

LWAAC.Coordinator@kza.qc.ca

Or stop in at 313 Fafard St.

Got any old photos? Bring them
with you and we will share
stories of our families and talk
about the people in our old
photos.

Mitàgonebizodà

Let's go skidooing



Àgimosedà

Let's go snowshoeing





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December 20th, 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 no later than Monday, January 29th, 2024, 4:00pm.

1st 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



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January 17th, 2024

CONTRACT OPPORTUNITY Request for Proposal

Position: Referendum Officer
Project: Referendum for Kitigan Zibi Anishinabeg Community Multiplex
Community: Kitigan Zibi Anishinabeg
Term: February 26th, 2024 to April 20th, 2024

Overview:

The Kitigan Zibi Anishinabeg (KZA) is seeking proposals to carry out a Kitigan Zibi Anishinabeg Band Council Referendum under the Kitigan Zibi Anishinabeg Internal Voting Regulations and Procedures.

Kitigan Zibi Anishinabeg First Nation is located adjacent to Maniwaki, Quebec and approximately 140 km north of Ottawa, Ontario. Approximate voting age population for the community is 2670 with 1400 community members living off Reserve. Non-resident population is located mainly within Canada and roughly 250 people living in other countries.

Objectives and Electoral Responsibilities:

The referendum will be held in strict accordance to the terms and conditions set out in the Kitigan Zibi Anishinabeg Internal Voting Regulations and Procedures. A minimum of 30 days is required to conduct the referendum vote. The Referendum Officer will conduct one information meeting regarding the designation that is the subject of the referendum.

The Referendum Officer will have the responsibility for conducting the pre-referendum, referendum and post-referendum procedures. The Referendum Officer will also complete reports in a timely manner. A Simple Majority of the votes will be required to be ratified.

The Referendum Officer will:

- Appoint and work with, as required, one or more Deputy Referendum Officer(s);

- Ensure that electors can reach the Referendum Officer during the process;
- Ensure that a secure Electronic Voting platform is available to Electors;
- Prepare the electoral list in alphabetical order and post and revise the electoral list as necessary;
- Ensure the availability of rooms necessary for the holding of the vote;
- Issue notice of the referendum – at least 30 days before the referendum (March 8th, 2024);
- Hold one information session regarding the designation that is the subject of the referendum, at least 7 days after the notice of the referendum is posted (March 1st, 2024) and at least fourteen (14) days prior to the Voting Day (March 22nd 2024);
- Prepare a report/briefing on the information meeting;
- Prepare voting packages which include; online voting instructions, concept/pictures of the Community Multiplex, architectural concepts, sources of funds/costs, the location and the feasibility study.
- Hold the referendum on April 6th, 2024 – before Sunday April 7th, 2024;
- Immediately upon the closing of the poll, the Referendum Officer will be provided with a summary of the Electronic Voting results;
- Post the results of the referendum, on the Band Office door and in the community flyers.

Knowledge and skills:

- Strong experience in project and organizational procedures;
- Strong interpersonal and problem-solving skills;
- Strong ability to work as a team leader and work collaboratively with all members of a team and the Community;
- Ability to work well under pressure with demonstrated time-management skills;
- Strong written and oral communication skills;
- Advanced Computer knowledge;
- Experience in carrying out past Referendums and or Band Council Elections under the Indian Act Election Regulations.

Timeframe:

The contract will begin on February 26th and finish fourteen (14) days after the Referendum date (April 20th, 2024).

Bid Submission:

Submissions will include:

- Business or Individuals Name, qualifications and relevant experience;
- Referendum Officer name;
- Completed project work plan in accordance with the timeframe in accordance to the Kitigan Zibi Anishinabeg Internal Voting Regulations and Procedures;
- Confirmation of availability for the project;
- Work location;
- All costs associated with the Electoral process including all personnel required, printing, postage, travel and other expenses.

Deadline and Final Submissions:

Bids are to be submitted by **February 16th 2024 by 12:00 pm (noon)** to:

Ms. Christine Stevens
Community Services Director
Kitigan Zibi Anishinabeg Community Services Office
PO Box 309
1 Paganakomin Mikan
Maniwaki, Quebec J9E 3C9

or by email to: christine.stevens@kza.qc.ca

This contract may not necessarily go to the lowest bidder. The deciding factor on which Contractor will be selected will be based on the quality of services, methods proposed in the bid and best value. Best value refers to the optimal combination of experience, knowledge, expertise, performance, quality, time and cost. All efforts will be made to avoid all conflicts of interest in the selection process.

For more information on the Kitigan Zibi Anishinabeg Internal Voting Regulations and Procedures 2023, please visit www.kitiganzibi.ca, Resources page and under Administration.

If further information is required about the project, please contact Christine Stevens, Director of Community Services at 819-449-5170.



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Water Claim Update:

Just a reminder you have until March 7, 2024 to fill out your Individual Water Claim Application.

What you need:

- Government issued photo ID if over 18
- Long form birth certificate for those under 18
- Status card number
- Direct Deposit Form/Cheque specimen

Please contact me for an appointment otherwise appointments are on a first come first serve basis.

Claimants have been asking:

Why is the eligibility period different for those born before 1995?

Due to legislative limitations, individuals who were born before November 20, 1995, are only eligible for compensation going back to November 20, 2013. This limitation is in place because of Canadian laws that place limits on the duration adults have to bring a lawsuit after an event happens. There are exceptions in place for those who may have been incapable, because of their physical, mental, or psychological condition. If you are unsure how this limitation applies to you, please contact Class Counsel for more information.

They can be reached toll free at 1-833-265-7589.

Migwetch,

Leanne Cox – Extension 1003



KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3B1 Tel: (819) 449-5270 Fax: (819) 449-5673

Attention all KZA Heavy Machine owners and operators

KZA's forestry office will be creating an inventory of heavy machinery owners who will be called on from time to time to complete small projects for the forestry office.

Please fill out the form and return to Amy Morin at the forestry office no later than February 2nd, 2024 12:00 p.m.

Selection will be based on our needs per project and availability.

Name:

Phone number:

Equipment and hourly rates:

Machine:		Model:	Rate:
Dump truck	<input type="checkbox"/>	_____	_____
Backhoe	<input type="checkbox"/>	_____	_____
Loader	<input type="checkbox"/>	_____	_____
Excavator	<input type="checkbox"/>	_____	_____
Bulldozer	<input type="checkbox"/>	_____	_____
Other	_____	_____	_____



Kitigan Zibi Anishinabeg

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January 17, 2024

JOB OPPORTUNITY

POSITION: Human Resources Advisor
LOCATION: Kitigan Zibi Health and Social Services Office
WORK SCHEDULE: 35 hours a week. Irregular work hours to be expected
TERM Indeterminate. 6-month probationary period
SALARY: Level 8. Range to be determined according to experience
(\$65,409.54 - \$81,772.62 per annum)

DEADLINE TO APPLY: January 31, 2024

Summary

Under the supervision of the Community Services Director, the Human Resources Advisor is responsible for the coordination of KZA Human Resources services;

- Provides human resources advice and support to the KZA sector Directors, Supervisors, Employees and Chief and Council;
- Manages employee benefits for the Native Benefits Plan, Group Insurance and CNESST;
- Assists employees with accessing employee benefits;
- Coordinates the staffing and recruitment process including creation and review of job descriptions, developing rating guides for interviews, coordinating logistics for interviews, ensuring employee orientation and retention;
- Advises Directors on human resource succession and contingency planning,
- Manages employee leave and related administrative duties such as data and records management and entry, report writing, labour related policy review and writing;
- Ensures internal labour standards compliance and verification;
- Works with auditors and compliance officers for funding agreements;
- Oversees human resource initiatives to improve operations;
- Conducts research and analysis of best practices and implements labour related decisions made by superiors;
- Provides administrative support in the management of human resources such as preparing annual reports and statistics required for funding;

If you are interested in applying for the position, and are able to demonstrate that you meet the essential qualifications please forward your:

- Resume with 3 current work related references, and covering letter
- Copies of degrees/diplomas/certificates/affiliations

- Any other documentation and information that will support that you meet the essential qualifications
- A clear police reference check will be required if considered for the position

to the attention of **Janet Brascoupe, Employment/Training Officer**, at the Kitigan Zibi Anishinabeg Administration Office, 1 Paganakomin Mikan, Maniwaki, Quebec, by **Wednesday, January 31, 2024.**

Contact information:

Email: janet.brascoupe@kza.qc.ca

Phone: 819-449-5170/Fax: 819-449-5673

Only selected candidates will be contacted for an interview.



HUMAN RESOURCE ADVISOR

GENERAL INFORMATION

Job Title	Human Resource Advisor
Location	Kitigan Zibi Health and Social Services Office
Work Schedule	35 hours a week. Irregular work hours to be expected
Term	Indeterminate. 6-month probationary period
Salary	Level 8. Range to be determined according to experience

JOB SUMMARY

Under the supervision of the Community Services Director, the Human Resources Advisor is responsible for the coordination of KZA Human Resources services.

RESPONSIBILITIES	KEY DUTIES
Coordination of KZA Human Resources services;	<ul style="list-style-type: none"> Oversees the establishment and implementation of objectives, strategies and short term/long term action planning; Oversees the implementation of decisions related to service delivery.
Provides human resources advice and support to KZA Chief and Council, Directors, Supervisors, and Employees	<ul style="list-style-type: none"> Plan human resource requirements in conjunction with other sector Directors; Advises on the interpretation and implementation of KZA HR policies/ amendments; Reviews, writes and implements HR policies and amendments and associated procedures; Plans and coordinates indeterminate staff recruitment and HR training; Designs, implements and monitors internal labour standards controls, including standardized forms and processes; Actively participates in KZA HR Management meetings.
Staffing and Recruitment	<ul style="list-style-type: none"> Coordinates recruitment by assisting Directors in reviewing and preparing job descriptions, developing statements of qualifications, determining salary levels, developing interview questionnaires and rating guides, coordinating interviews and may sit on interviews boards; Advertises job vacancies using internal and external methods and to general inquiries for information regarding job postings; Prepares documentation and correspondence related to staffing indeterminate positions;



HUMAN RESOURCE ADVISOR

	<ul style="list-style-type: none"> • Advises Supervisors/Directors on accommodation requests as per “duty to accommodate”, e.g. persons with disabilities OR special needs; • Monitors and updates staff qualifications including certifications, medical attestations and driver’s licences, annually.
Performance Management and Labour Standards Compliance	<ul style="list-style-type: none"> • Provides advice and support to directors, managers and supervisors on managing employee performance; • Provides support to management to implement remedial action for employee performance; • Program referral to Employee Assistance Programs (EAP) and/or local assistance to address performance issues; • Advises Directors on employer and employee non-compliance with standards, as per legislative and regulatory requirements; • Assists in mediation and labour dispute resolution.
Maintains HR records and information systems, manages statistical data and reports	<ul style="list-style-type: none"> • Maintains centralized confidential personnel records on all KZA employees and information systems and updates as required; • Gathers data, including input from KZA sectors, and provides ongoing and regular reports to Directors and KZA Band Council on HR issues, including statistical data on employee matters.
ACCOUNTABILITY	
Accountable for providing advice and assistance for the efficient management and administration of KZA Human Resources services.	
WORKING RELATIONSHIPS	
Interpersonal relationships	<ul style="list-style-type: none"> • Mindful and sensitive of the Algonquin and First Nations issues, concerns, needs and priorities. • Acts as a liaison between Chief and Council and other parties where required.
Leadership	<ul style="list-style-type: none"> • Promotes an organizational culture that reflects the organization's values based on respect and inclusion. • Contributes to the development and maintenance of cooperative and stimulating work environment.
Team Work	<ul style="list-style-type: none"> • Encourages teamwork and facilitates communications amongst employees and between the different sectors of activity.



HUMAN RESOURCE ADVISOR

External communications	<ul style="list-style-type: none"> • Must demonstrate excellent social skills to maintain rapport with staff, elected officials, other organizations and the general public.
Negotiations	<ul style="list-style-type: none"> • Not applicable.
Training	<ul style="list-style-type: none"> • Aids in developing and disseminating clear and precise information to staff, elected officials, government departments and agencies and community stakeholders where required. • Provides HR advice regarding hiring, discipline, etc.
ENVIRONMENTAL FACTORS	
Deadlines	<ul style="list-style-type: none"> • Ensures response and documentation timelines are met. • This job requires the ability to multi-task and prioritize work to be completed.
Mental and Physical Effort	<ul style="list-style-type: none"> • Dealing with issues and concerns raised by Chief and Council, Directors, Supervisors and Employees; • Being flexible and adaptive to sensitive issues and changes in leadership that impact working relationships. • Being courteous and exercising diplomacy at all times with members, the general public and elected officials.
Working Conditions	<ul style="list-style-type: none"> • Must not possess any criminal convictions in an area related to the job and must undergo a screening process (Criminal records check). • Ability to work irregular hours.



HUMAN RESOURCE ADVISOR

QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none">• College Diploma in relation to Human Resources or Certificate in Human Resource Management, Industrial Relations or related field.• 3 years' experience in human resource administration or human resource development.
Skills and Knowledge	<ul style="list-style-type: none">• Knowledge of Labour Standards and Human Resources Management;• Knowledge of the Canada and Quebec Labour Codes, and provincial regulation and occupational safety standards;• Ability to communicate clearly and effectively in both French and English.• Professional tact and diplomacy are essential.• Accuracy and attention to detail are essential.• Knowledge of the Algonquin culture and communities.• Knowledge of the Algonquin language will be considered an asset.

Immediate Supervisor

Date

Employee

Date

Le 12 décembre 2023

Objet : Remerciements pour le travail accompli

Bonjour,

La saison 2023 restera longtemps gravée dans nos mémoires. L'intensité des feux au Québec et la situation de débordement qui en a découlé a nécessité un effort sans précédent pour l'ensemble des équipes sur le terrain. En guise de souvenir, la direction de l'organisation souhaite offrir une casquette « édition spéciale 2023 » à tous les pompiers ainsi qu'à la main-d'œuvre auxiliaire venue prêter main forte à la SOPFEU au cours de la saison. **Nous vous invitons à transmettre cet objet souvenir aux travailleurs concernés.**

La direction de la SOPFEU tient à souligner la grande fierté qu'elle éprouve en regard de la quantité et de la qualité du travail accompli cette saison. Malgré les gigantesques superficies de forêt brûlée cette année, aucune communauté n'a été directement touchée par les flammes. Cet objectif n'aurait pu être réalisé sans la contribution de ressources extérieures telle que votre organisation, qui sont venues se joindre au combat des incendies cet été.

Malgré la complexité de la situation, les équipes ont fait preuve de rigueur et de professionnalisme, dans un effort commun qui a été souligné à maintes reprises par les autorités, les médias et la population. La tâche était colossale, mais le défi a été relevé avec brio.

Le travail de tous est précieux pour l'organisation et les efforts fournis ont été remarquables. La SOPFEU tient donc à remercier personnellement chacun travailleurs qui sont venus appuyer le Québec cet été dans le combat des incendies de forêt.

Veuillez recevoir mes plus sincères salutations.



Éric Rousseau, ing. f., M.B.A.
Directeur général
Société de protection des forêts contre le feu (SOPFEU)
715, 7^e rue de l'Aéroport
Québec (Québec) G2G 2S7

TO: KZA FIREFIGHTERS 2023 SEASON

Translation from SOPFEU:

Subject: Thank you for the work you have done –

Hello,

The 2023 season will remain etched in our memories for a long time. The intensity of the fires in Quebec and the resulting overflow situation required an unprecedented effort for all the teams on the ground. As a souvenir, the organization's management would like to offer a cap (special edition 2023) to all firefighters as well as to the auxiliary workforce who came to lend a hand to SOPFEU during the season.

SOPFEU's management would like to emphasize the great pride it feels in the quantity and quality of the work accomplished this season. Despite the huge areas of forest burned this year, no community has been directly affected by the flames.

Despite the complexity of the situation, the teams have shown rigour and professionalism, in a joint effort that has been repeatedly highlighted by the authorities, the media and the population. It was a daunting task, but the challenge was met with flying colors.

Everyone's work is valuable to the organization and the efforts made have been remarkable. The SOPFEU would like to personally thank each and every worker who came to support Quebec this summer in the fight against forest fires.

Please accept my most sincere regards.

Eric Rousseau, ing. F., M.B.A.
Director General, SOPFEU
715, 7e rue de l'Aéroport
Quebec (Quebec) G2G 2S7



FEMMES AUTOCHTONES DU QUÉBEC INC.
QUEBEC NATIVE WOMEN INC.

2nd Posting

CALL FOR TENDERS

**CONSULTANT or PROJECT MANAGER
MISSING AND MURDERED INDIGENOUS WOMEN AND GIRLS
(MMIWG)**

Founded in 1974, Quebec Native Women (QNW) represents and defends the interests of Indigenous women, their families and their communities throughout Quebec, with the aim of improving their living conditions by fighting for equality, justice, non-violence, education, health and economic and social security.

Quebec Native Women is looking for a MMIWG Consultant or Project Manager to monitor the implementation and progress of the action plan recommendations related to the calls for justice of the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG), the Kepek-Québec Report and the Public Inquiry Commission on relations between Indigenous Peoples and certain public services in Québec (Viens Commission).

More specifically, the Consultant or Project Manager will be responsible for:

1. Monitoring/tracking the implementation and progress of the recommendations of the action plans relating to calls for justice of the National Inquiry into MMIWG, the Kepek-Québec Report and the Viens Commission
2. Working in collaboration with federal and provincial partners to implement the action plan relating to calls for justice from the National Inquiry into MMIWG
3. Taking part in national and provincial meetings and gatherings on MMIWG in order to monitor the progress of the recommendations and to provide, upon request, advice for the successful implementation of the actions/recommendations
4. Establishing a steering committee of experts on MMIWG
5. Working with the families of victims to inform them of progress in the implementation of MMIWG appeals and/or other recommendations

Profile and skills required:

- Experience and knowledge of the social realities of Indigenous people
- Knowledge of the subject of Missing and Murdered Indigenous Women and Girls
- Knowledge of the main issues involved in this project to monitor the implementation of the recommendations
- Ability to work in both English and French

The proposal must include your Curriculum Vitae as well as a cover letter describing your interest in carrying out the mandate as described in this posting concerning Missing and Murdered Indigenous Women and Girls (MMIWG).

Priority given to : Indigenous candidates

Duration of the mandate: Specified Term, 18-month contract

Applications should be submitted by email to Laura Rock, Acting Executive Director at dadjointe@faq-qnw.org by 5:00 pm on February 2nd, 2024.

Questions about this call for tenders can be e-mailed to: finance@faq-qnw.org

January 11, 2024



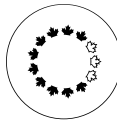
FORESTRY & HARVESTING PLAN COMMUNITY SESSION

Tuesday, January 23rd, 2024, 5pm
Cultural Center – Dinner Gathering

The Natural Resources and Wildlife Office (NRWO) is inviting community members, Elders and Youth to a dinner 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).

Our Land. Our Voice. First





COMMISSION DE LA CAPITALE NATIONALE
NATIONAL CAPITAL COMMISSION

TITLE:	Student Biologist
BRANCH:	Capital Stewardship
DIVISION:	Quebec Urban Lands and Gatineau Park
STARTING SALARY:	\$18.91 to \$23.15 per hour (to be confirmed)
HOURS OF WORK/WEEK:	37.5
SECURITY:	Reliability
DURATION:	May 6 to August 23, 2024
EDUCATION:	University
LANGUAGE:	Bilingual (French and English)
CLOSING DATE:	The hiring process will begin upon reception of applications and will end once positions are filled.
NUMBER OF POSITIONS TO BE FILLED: 5 (to be confirmed)	



The National Capital Commission (NCC) is dedicated to creating a capital that makes Canadians proud! Every summer, we recruit up to 200 students to fill a variety of exciting positions, all contributing to the development and betterment of the National Capital Region.

At the NCC, today's student is tomorrow's talent!

The NCC is also committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily in their application if they are a woman, an Indigenous person, a person with a disability or a member of a visible minority group.

PROGRAM OVERVIEW

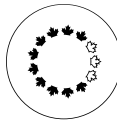
Gatineau Park covers a total area of 36,131 hectares. It extends northwest from Canada's Capital Region and receives approximately 2.6 million visits every year. The Park plays an important role in preserving ecosystems and biodiversity in Canada's Capital Region. The Park's natural resources management program represents a commitment by the NCC to protect the diversity, integrity and quality of the Park's ecosystems and their components within an environment used extensively by the general public. The team of student biologists will ensure the realization of various natural resources management projects in Gatineau Park's rich and diversified natural environment.

MANDATORY REQUIREMENT

- Candidates must have completed a minimum of one (1) year of undergraduate studies at the end of the winter 2024 term in one of the following fields: biology, ecology, environmental sciences, or any other program relevant to the position.
- Applicants should plan to return to school full-time in the fall of 2024.

EXPERIENCE, KNOWLEDGE AND COMPETENCES

- Have a good knowledge of the Gatineau Park;
- Have a basic knowledge of the NCC's mandate and activities;



COMMISSION DE LA CAPITALE NATIONALE NATIONAL CAPITAL COMMISSION

- Have a working knowledge of Microsoft Windows and computer software including MS Word, Excel, Outlook and Explorer;
- Have a basic or moderate knowledge and experience working with geomatics software such as ArcGIS, data manipulation and/or mapping;
- Have a work or co-op experience in the fields of biology, ecology environmental sciences, or in a related field; and
- Be fluent in French and able to communicate and write effectively in that language.

TERMS AND CONDITIONS OF EMPLOYMENT

- Must have a valid driver's license with a clean driving record (Ontario: Class G, Québec: Class 5);
- Must be willing to do field work including in remote areas, and work longer hours if necessary;
- Must have their own means of transportation to get to the Gatineau Park visitors centre located 21 km from downtown Ottawa; and
- Must be able to perform sporadic light physical work.

ASSETS

- Possess a valid pleasure craft license; and
- Possess a valid standard cardio-pulmonary resuscitation (CPR) and first aid certifications.

MAJOR RESPONSIBILITIES

Reporting to the Gatineau Park Biologists, the Student Biologist:

- Participates in the collection of data and updates information used to ensure the appropriate management of the Park's natural resources;
- Conducts environmental monitoring to ensure the maintenance and protection of sensitive or unique habitats (Species at Risk);
- Completes environmental assessments for basic projects and activities, including associated monitoring, according to the Impact Assessment Act (IAA);
- Participates in the collection of data, updating of data and information and the implementation of protection measures to ensure an adequate understanding and appropriate protection of plant and animal species at risk found in the Park;
- Conducts environmental monitoring related to recreational activities occurring in the park; and other types of land use to ensure the protection of the natural environment and infrastructures in the Park.
- Participates in updating information on Laws and Regulations related to environmental protection as well as public safety and security;
- Prepares informative texts and reports on the Park's various natural components; and
- Communicates with the Park's users and partners in order to verify or transmit information related to the Park's natural resources.

APPLICATION GUIDELINES

Please submit your application, including your cover letter and your resume to rngt@ncc-ccn.ca. The subject line must indicate "student biologist".

ATTENTION - Your **cover letter** is used to demonstrate your interest in the position and your strengths. Make sure that you include the following elements:

- The title of the desired position;
- How you meet the stated **MANDATORY REQUIREMENTS** (confirm your field of study, the number of years of study that will be completed and your intention to return to school in the fall);
- How your **EXPERIENCE**, your **KNOWLEDGE** and your **COMPETENCIES** make you an ideal candidate for the position,
- Your proficiency in communicating and writing in the two official languages (French and English);
- Your **AVAILABILITY** for the proposed employment dates of May 6th to August 23rd, 2024(arrangements are possible for students with constraints such as short courses planned in the spring or late summer).

The National Capital Commission is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this position, please advise the departmental official of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

We thank all those who apply. Please note that only candidates who are selected for the next stage of the selection process will be contacted.



Miigwans Creations
presents:

#POWWOW360

A PATH TO MINO BIMADIZOWIN

Kwey kakina! Are you, your child, or your family
Interested in learning about traditional dancing?
And what does it mean to 'dance your style'?

Mariah Miigwans is looking into hosting dance
classes and teachings.

To properly develop this program, I am looking to
conduct the following information:

- a day that works best for your schedule
- an appropriate time
- style of dance
- affordable fee

If you, your family and/or child is interested in
joining to develop this program, please contact
the email listed below.

Kichi Miigwech!



**TO LEARN MORE ABOUT THIS INITIATIVE, CONTACT
MARIAHSMITHCHABOT@GMAIL.COM.**

Did you know?

SPECIAL PRESCHOOL EDITION

In this second special edition of the *Did you know?* series on preschool education, we present the emotional and social domains of the First Nations Preschool Cycle Program, which your children will experience at the beginning of their school journey.



The emotional domain includes skills related to self-knowledge, such as recognizing needs and characteristics, knowing how to express and regulate emotions, acting with confidence, and exercising autonomy. The child begins to play “pretend,” asks for comfort when needed, shows empathy, and tries to express anger in words rather than aggressive gestures.

Here are some ways to help your child develop their emotional skills:

- Help them name the emotion they are experiencing despite how difficult it is for them.
- Seek solutions together with them to resolve problems.
- Ask them to explain their drawings.
- Let them direct games when playing.
- Encourage them to try new things and take risks in safe situations.
- Name their strengths and recognize their efforts rather than their results.



The social domain, on the other hand, is divided into two main components: social skills and the feeling of belonging to a group. The child demonstrates openness to differences, participates in the activities proposed, communicates ideas, and collaborates with others. The child is expected to participate in games with simple rules and take an interest in gender differences. They are also expected to participate in role-playing and talk with their classmates.

Here are some ways to help your child develop their social skills:

- Let them direct role-playing games and participate in these types of games.
- Create moments when they can play with children outside of their immediate circle (games at the park, community activities, etc.).
- Provide them with opportunities to play with younger children to help them develop a spirit of initiative and empathy.
- Ask them to persevere when a task seems complex.
- Speak comfortably about differences between people by asking open-ended questions: “Have you noticed that Mommy often wears exercise clothes while your aunt is often dressed up? Why do you think it’s like that?”

I’M INVOLVED!

cepn-fnec.ca/involved

For more information - Eve Lapointe: elapointe@cepn-fnec.com

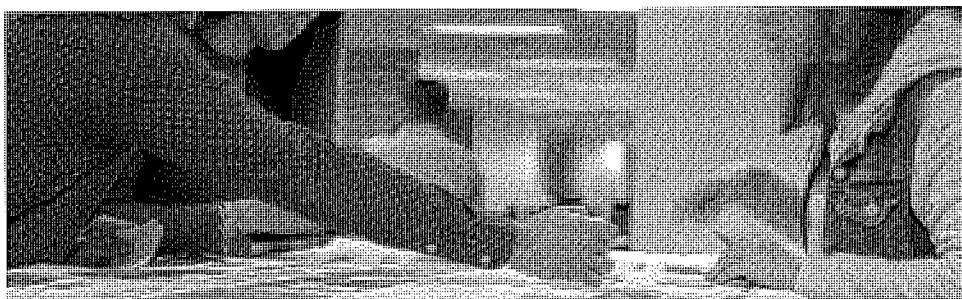


Please make copies and post on
your Community Bulletin Board



Multiple Opportunities for Indigenous Reporters and Journalists

CityNews is seeking Indigenous journalists and reporters to join an all-Indigenous news team spanning the country. Be part of an Indigenous-led team charting its own path and building something great!



Working in our television newsrooms, you will bring an Indigenous lens to reporting on all local issues and topics, as well as focusing on storytelling related to Indigenous communities and peoples.

Up for the challenge? If so, please visit the link below to apply.

***To be part of this team, you must be a member of one or more of the following three groups of Indigenous peoples: First Nations (status and non-status), Métis or Inuit.**

Being a Rogers team member comes with some great perks & benefits including:

- Health & well-being benefits
- Donation matching
- Paid time off for volunteering
- Wealth Accumulation including: Pension plan & Employee stock options
- Generous employee discounts
- Leadership development, Mentorship, and Coaching programs

*available for full-time and part-time permanent employees, some restrictions apply



Rogers is an Indigenous Link
Community Connections Partner

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

GotoApply.ca/Rogers-Opportunities



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Mail to: Suite 200 - 38 Auriga Drive Nepean, Ontario K2E 8A5 Phone/ Fax: 1-866-440-7257



****Amended****

January 11, 2024

JOB OPPORTUNITY-2nd 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
(\$60,404.37 – 75,505.46)

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

Information Contact :

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

Second Posting: Open to all First Nations 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 6
in accordance with the *KZA Human Resource Policy*
Immediate Supervisor : Nurse in Charge
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 in Charge, 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 in Charge, 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.

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

- h. Developing an annual community work plan based on the organizational strategic plan and reviewing and reporting on its progress annually;
- i. 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 in Charge, the Community Health Nurse is responsible for:

- a. Reporting to the Nurse in Charge 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 in Charge.
- 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"> ▪ 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 or ability to undergo training within 3 months of being hired; ▪ 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.



****Amended****

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
(\$47,206.97 - 59,056.81)

Summary:

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

Application Requirements:

If you are interested in applying for the position and are able to demonstrate that you meet the mandatory basic requirements, please present the following: cover letter, updated resume, proof of education/training, and contact information for 3 references to the attention of **Dawn Cayer, KZHSS Executive Assistant** at 8 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

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 : Ode Widokazowin
315 Fafard Street, Maniwaki, Quebec
Terms : Full Time—Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale
Level 4
in accordance with the *KZA Salary Scales*
Immediate Supervisor : Child and Family Services Coordinator
Date of Job Description : August 2023

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

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

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

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

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

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

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

EMPLOYEE/SUPERVISOR SIGNATURES

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.



****Amended****

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 (\$60,404.37 – \$75,505.46) as per the KZA Salary Scale Starting Range (0 to 5) to be determined based on work experience

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 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

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

- | KEY DUTIES | |
|--|---|
| <ul style="list-style-type: none">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. | <ul style="list-style-type: none">Plans, coordinates and executes all continuum care programs, services and projects for seniors and those needing continuum care plans.Ensures the KZHSS Director and the teams are well briefed on any opportunities, developments or changes in working groups/committees for seniors services.Ensures a continuum care strategic plan is devised and deployed for effective continuum care services in the community.Participates in planning sessions of KZHSS management and liaises the necessary information to KZHSS teams. |

	<ul style="list-style-type: none"> • Organizes and attends management meetings, assists in his/her planning and carries out any delegated follow up including updating team. • Attends and hosts all continuum care staff meetings, when required • Ensures the networking process among all KZHSS programming for continuing care services delivery. • Ensures the development of individual care plans for a multi-disciplinary team. • Ensures care co-ordination focuses on longitudinal and holistic care. • Participates in local, regional and national working groups/committees as determined by the KZHSS Director. • Seeks additional funding for KZHSS by conducting research on potential new funding sources and submitting proposals approved by the KZHSS Director. • Ensures there are defined services for continuum care that are communicated to the community. • Provides advice and support to management on staffing issues. • Provides assistance in developing proposals for funding.
<ul style="list-style-type: none"> • Directs and supervises the continuum of care teams 	<ul style="list-style-type: none"> • Carries out operational planning with KZHSS management. • Carries out year end reporting with KZHSS management. • Provides leadership and supervision to staff in the implementation of service delivery activities, goals and objectives of the continuum of care services • 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. • 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. • 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. • Establishes regular staff meetings to support plans, communications, tracking of work and team building. • Establishes appropriate networks and resources to support the work of continuum care teams. • May be requested to host staff validation and social activities as determined by management.
<ul style="list-style-type: none"> • Establishes and monitors appropriate accountability methods. 	<ul style="list-style-type: none"> • Ensures all required reporting is completed • Ensures databases/files are established and maintained on all relevant continuum of care operations, projects and services. • Ensures records are kept on: work schedules, meetings, travel, projects and services.

	<ul style="list-style-type: none"> • Ensures evaluation and periodic reviews of services delivery/work plans. • 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. • Ensures there is an adequate support and supervision for the team leadership within the continuum of care teams. • Approves and ensures time sheets and expense claims are handed for processing. • Manages delegated signing authority •
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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"> ▪ Works in close collaboration with client's and family members to ensure clients receive available services according to their individualized care plans. ▪ Supports staff in promoting a calm yet stimulating atmosphere. ▪ Ensures Personal Support Workers are sufficiently trained, supervised, supported and have clear understanding and instruction in carrying out assigned delegated tasks. ▪ Briefs Director regarding issues/concerns (operational/administrative) and assists with annual budgets. ▪ Communicates with the Nurse In Charge for client clinical care component and case management requirements. ▪ 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. ▪ Serve as a liaison to community agencies; network with community service providers; seek new opportunities/services

MANAGERIAL/SUPERVISORY	
Human Resources:	<ul style="list-style-type: none"> ▪ Must oversee and supervise all continuum of care employees directly
Financial Resources:	<ul style="list-style-type: none"> ▪ Must oversee designated budgets with the KZHSS Director and KZA finance department
Material Resources:	<ul style="list-style-type: none"> ▪ Must manage all capital and material requirements of continuum of care programming

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

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Bachelor Degree in Human Services field with two (2) years experience in management and supervision or ▪ 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 ▪ Must have experience in program development and planning
INCUMBENT COMPETENCIES	
Competencies:	<ul style="list-style-type: none"> ▪ Demonstrates strong leadership and organization skills in order to manage multiple teams and projects. ▪ Demonstrates sound problem solving skills and analytical skills utilizing collaborative decision making and open to challenges. ▪ Good public speaking skills involving small and large groups. ▪ Ability to deal with the pressure and demands of living in the community and balancing personal and work life (if applicable).

	<ul style="list-style-type: none"> ▪ 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. ▪ Must function well adapting to diverse teams.
Abilities:	<ul style="list-style-type: none"> ▪ Must have a good command of modern technology use ▪ Leadership and interpersonal skills; ▪ Planning, organization and coordination skills; ▪ Monitoring, compiling statistical data, and reporting skills; ▪ Ability to communicate orally and in writing in English; ▪ Ability to manage staff and financial resources; ▪ Ability to work with computers and office software; ▪ Able to manage conflict;
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy ▪ Reliability ▪ 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 ▪ Has compassion, patience and understanding in dealing with clients and their family members
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.



****Amended****

January 11, 2024

JOB OPPORTUNITY-1st 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
(\$47,206.97 - \$59,056.81)

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

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 Kikinamage Mikan, Maniwaki, Quebec
Terms : Full Time—Indeterminate. 6 month probation period
Hours : 35 hours per week. Varied Schedule.
Salary : KZA Salary Scale Level 4
(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;

- 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

Human Resources: Assist with scheduling contract workers

Material Resources: Oversees and maintains management of HCC Inventory.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:

- Required to meet concurrent demands and deadlines;
- May be required to deal with difficult persons and situations;
- Required to keep all medical information highly confidential and may become aware of highly sensitive health information regarding clients/community members;
- Must be able to work in both the English and French language.

Working Conditions:

- Mainly an office environment and accessing the medical equipment trailer.

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> • Post Secondary Education in Office administration or Office Administration with one consecutive year of office experience or • 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.
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness of the KZA culture and community; ▪ Knowledge of records management/filing/ processing documents.
Abilities:	<ul style="list-style-type: none"> ▪ Professionalism; ▪ Concentration; ▪ Good time management; ▪ Communication and client-service skills; ▪ Problem-solving skills; ▪ Planning, organization and multi-tasking skills; ▪ Team-player works in a coordinated effort.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion, diplomacy, reliability; ▪ Mental calibre to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism/respect for colleagues and clients while working in 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; ▪ 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; ▪ Must provide medical certificate of good health if considered for the position within a two week period; ▪ Valid First Aid and CPR Training Certification or ability to undergo training on one's own time within 3 months of being hired; ▪ Must follow all safety precautions and protocols; ▪ Legally able to work in Canada.



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 : Ode Widòkàzowin
315 Fafard Street, Maniwaki, Quebec
Terms : Full Time–Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale
Level 4
in accordance with the *KZA Salary Scales*
Immediate Supervisor : Child and Family Services Coordinator
Date of Job Description : August 2023

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

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

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

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

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

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

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

EMPLOYEE/SUPERVISOR SIGNATURES

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.

Bell Let's Talk Day Campaign



Canada is facing a mental health crisis and the statistics are alarming:

- ☐ More than 200 Canadians will attempt suicide everyday. Twelve will die
- ☐ The number of opioid overdose deaths in Canada are 21 per day
- ☐ 1 in 2 Canadians struggling with mental health issues are not receiving the help they need
- ☐ 1 in 8 people struggle with severe anxiety

KZHSS Mental Health and NNADAP
(819) 449 5593

Ode Widokasowin (819) 449 2323

Kitigan Zibi Police (819) 449 6000

CLSC (819) 449 2513

Kids Helpline (800) 668 6868

Suicide Detour (819) 441 1010

January 24th 2024 has been designated as Bell Let's Talk Day to bring awareness about the stigma of mental health illness in our communities. Many people struggle in silence and are not able to get the help they need for fear of being judged or labeled. We want to show our support about mental health and that it's ok to reach out and ask for help if you or someone you know is feeling depressed or suicidal.

Bell Let's Talk has a new suicide crisis helpline 9-8-8 to help address the crisis and encourage dialogue. That sense of connection can re-engage someone with their strengths and to hope. If you are feeling depressed or suicidal, our message is that you are not alone and that you don't have to face your problems alone. Help is available and 9-8-8 can offer a safe space to talk.

You can pick up a blue light at the Health Centre and install it outside your home to bring awareness and show your support for those who struggle with their mental health. We are all in this together, so together let's end the stigma!



For more information, feel free to contact the KZHSS Mental Health Team at 819-449-5593



CISSSO WOULD LIKE TO
INVITE YOU TO A

CONSULTATION ON HEALTHY AGEING IN THE OUTAOUAIS

As part of the Public Health
Director's report

FEB. 8TH • 1:30 TO 4:00 PM
KITIGAN ZIBI HEALTH CENTER

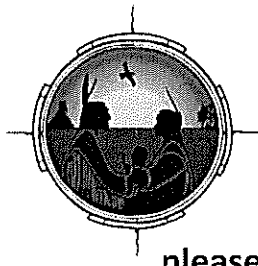
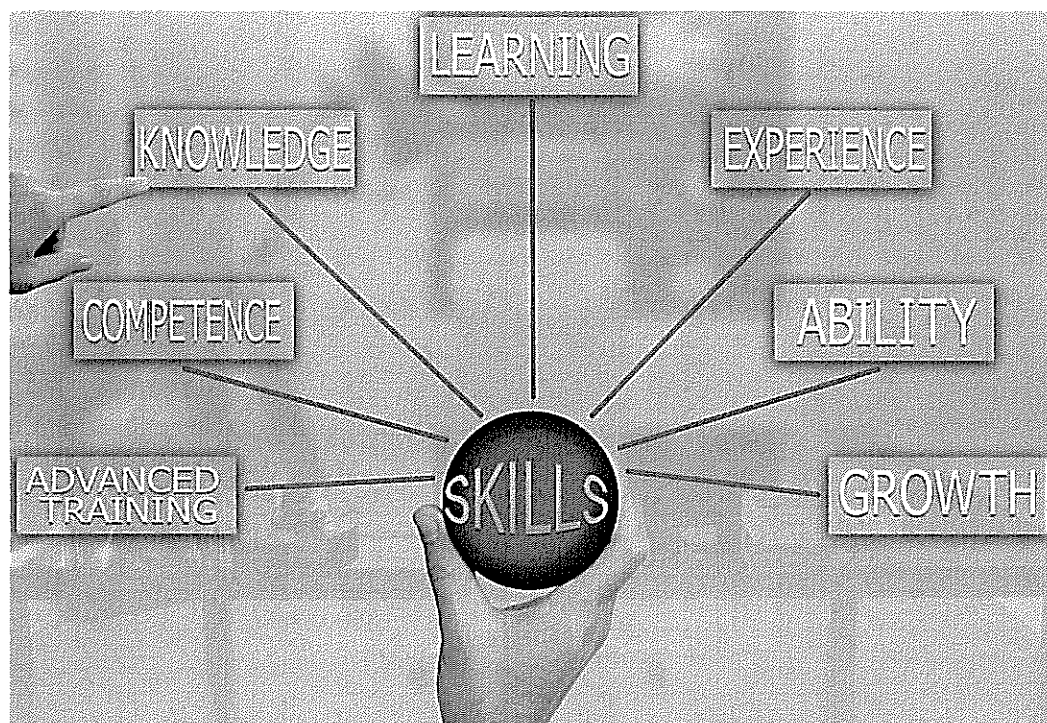


PASTRIES AND BEVERAGES
WILL BE SERVED

Life Skills

for kids

Parent Information Session



When: February 1, 2024

Where: KZHSS Boardroom

Time: 5pm to 7pm

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

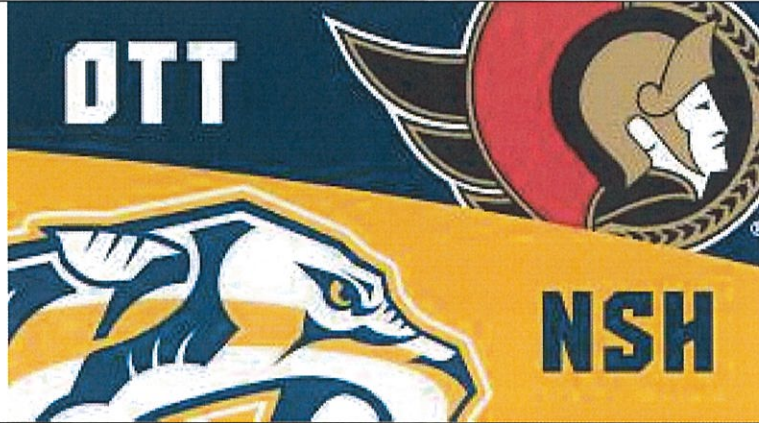
Snacks and Beverages provided

JANUARY 2024

All activities take place at kz school gym
(except for healthy hockey - arena)

SUN	MON	TUE	WED	THU	FRI	SAT
	1 C.D.Y.S. / BADMINTON/ PICKLEBALL 6- 8PM	2	3 BASKET-BALL 6-8PM	4 HEALTHY HOCKEY 3-4 PM / VOLLEYBALL 6- 8PM	5 FLOOR HOCKEY 3-5PM	6
7	8 C.D.Y.S. / BADMINTON/ PICKLEBALL 6- 8PM	9	10 BASKET-BALL 6-8PM	11 HEALTHY HOCKEY 3-4 PM / VOLLEYBALL 6- 8PM	12 FLOOR HOCKEY 3-5PM	13
14	15 C.D.Y.S. / BADMINTON/ PICKLEBALL 6- 8PM	16	17 BASKET-BALL 6-8PM	18 HEALTHY HOCKEY 3-4 PM / VOLLEYBALL 6- 8PM	19 FLOOR HOCKEY 3-5PM	20
21	22 C.D.Y.S. / BADMINTON/ PICKLEBALL 6- 8PM	23	24 BASKET-BALL 6-8PM	25 HEALTHY HOCKEY 3-4 PM / VOLLEYBALL 6- 8PM	26 FLOOR HOCKEY 3-5PM	27
28	29 C.D.Y.S. / BADMINTON/ PICKLEBALL 6- 8PM	30	31 BASKET-BALL 6-8PM			

FREE TICKETS AVAILABLE (FOR SCHOOL AGE CHILDREN)



**Ottawa Senators
VS
Nashville Predators**

Indigenous Peoples Appreciation Night – Monday, January 29, 2024 –

- Elementary students must be accompanied by an adult.
- Supervision is available for high school students only. Permission forms must be signed before being allowed on the bus.
- Transportation available if needed, however spaces are limited.

**MUST RESERVE YOUR TICKETS BY
Tuesday, January 23, 2024, 4:00 pm.**

To reserve your tickets:

1. call the KZHSS Receptionist at 819-449-5593.
2. if transportation is needed, please inform the receptionist when calling in.

**MÌGWÈCH TO NORM ODJICK, AANTC DIRECTOR GENERAL
FOR SHARING THIS INITIATIVE AND PICKING-UP THE TICKETS!**

Valentine's

Day Supper & Laughs

FEBRUARY 14th, 2024



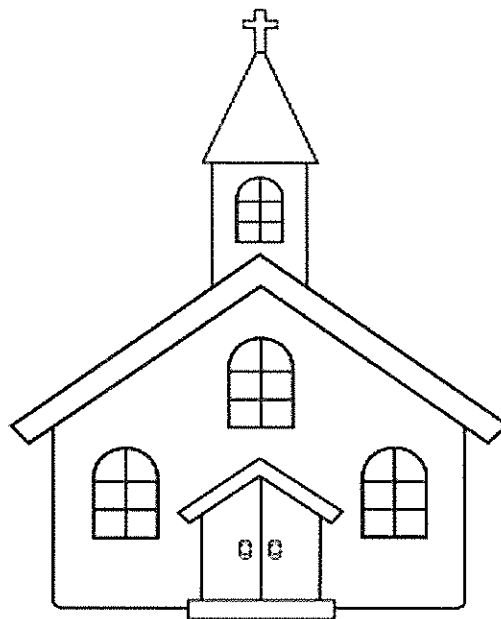
6pm Supper
7pm YUK YUKs

Where: Community Hall

Supper and a Show. 10\$ a ticket
There will be 80 tickets sold at
Health Centre starting on January
22nd, until sold out. We will have
supper for an hour then followed
by the show. All proceeds will go
to Nicholas Stevens Centre. For
more information please call Tash
Mitchell at 819-449-5593 ex. 2013.



Holy Rosary
NEXT MASS
JANUARY 21
11:00 AM



WELCOME

Mass: Maurice Tenascon: From family & friends
Leona Commanda: From family & friends
Raymond Whiteduck: From family & friends
Lise Turpin: From family & friends