



KITIGAN ZIBI ANISHINABEG

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

Notice

Please be advised that the Band Office will be closed on Monday, September 2, 2024 for Labour Day.



Have a safe long weekend.

KZA Community Services Administration Office

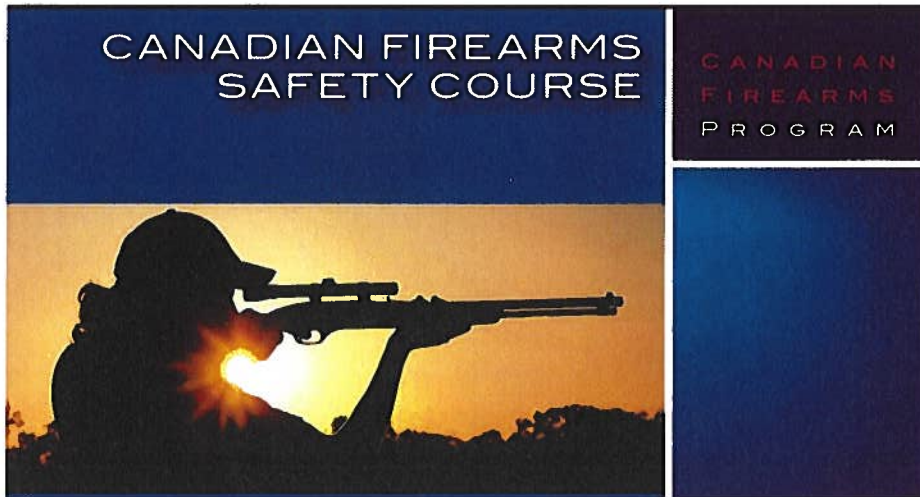
FREE STOVEWOOD



TO ANY COMMUNITY MEMBERS WHO WISH TO HAVE FREE STOVEWOOD, YOU MAY PICK UP STOVEWOOD FROM THE OLD SMITH'S FARM AND BESIDE THE NEW POLICE STATION. THIS WILL BE AT YOUR OWN EXPENSE AND WITH YOUR OWN LABOUR.

FIRST COME, FIRST SERVED

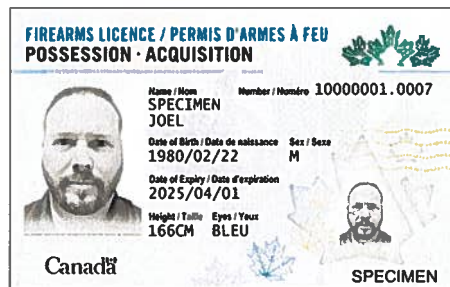
KZ PUBLIC WORKS DEPARTMENT



**A Canadian firearms safety course will be given at the
KZ Community Hall (311 Fafard St.) on :**

Saturday September 28th 2024 at 8:00 AM

**This course is mandatory to apply for your
Possession and Acquisition Licence (PAL)**



Registration at KZPD (30 places available)

Cost: \$100.00

Instructor: Aurel Dubé



SÉCURITÉ NATURE





JOB OPPORTUNITY

SHORT TERM CONTRACT

August 26, 2024

Position: Chimney Sweeper/Gutter Cleaner/Power Washer

Location: Kitigan Zibi Anishinabeg (Band Rentals)

Term: As soon as possible (contract)

The Kitigan Zibi Anishinabeg is looking for 2 chimney sweepers/gutter cleaners/power washers to perform maintenance services for the KZA band rentals.

Key Responsibilities:

- Perform thorough chimney/gutter cleaning and maintenance services
- Provide minor repairs
- Inspect chimneys for structural issues and safety hazards
- Maintain and operate cleaning tools and equipment safely
- Power wash

Requirements:

- Valid drivers license and reliable transportation
- Strong work ethics, low absenteeism
- Previous experiences in a similar role is a plus, but not required



If you are interested in this short-term contract, please call JoAnn Cote at (819) 449-5170 extension 1200 for more information. We are hoping to start this contract as soon as possible (before the cold weather creeps up on us).



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PRE-EMPLOYMENT SERVICES

ARE YOU ON SOCIAL ASSISTANCE?

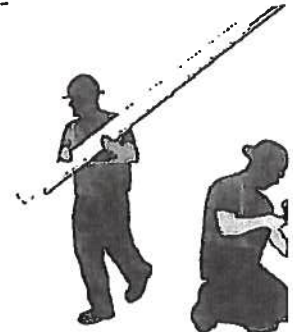
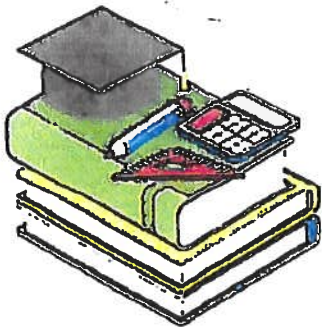
BETWEEN THE AGES OF 18-64?

DO YOU WANT TO ACHIEVE YOUR GOALS?

ARE YOU LOOKING FOR PAID TRAINING?

\$100 INCENTIVE FOR COMPLETING APPLICATION

\$200 INCENTIVE FOR WORKSHOP ATTENDANCE



FUTURE WORKSHOPS:

- **SEPTEMBER 16, 2024 @ 9AM KZ BOARDROOM**
- **OCTOBER 7, 2024 @ 9AM KZ BOARDROOM**
- **NOVEMBER 18, 2024 @ 9AM KZ BOARDROOM**
- **DECEMBER 9, 2024 @ 9AM KZ BOARDROOM**

JERRIE LEA PRINTUP

(819) 449-5170 EXT 1402

Kitigan Zibi Anishinabeg General Election 2024 – Electoral Officer's Report

1. Name of First Nation : Kitigan Zibi Anishinabeg 2. Band Number: 073
3. Date of Election: August 24, 2024 4. District/Region: Pontiac-Labelle

5. Type of election (General or By-election): General Election

6. Date of last general election (month/year): August 2022

7. Total number of band members: 4418

8. Total number of electors at the close of the polls (a) On-reserve: 388
(b) Off-reserve: 52

9. The band council is composed of one 1 chief and 6(#) councilors
Ministerial order setting size of council: YES

10. The *Notice of Nomination Meeting* was:

a) Posted on the 04 day of June 2024 at the following locations: Kitigan Zibi Anishinabeg Band Administration Office, 1 Paganakomin Mikan, Maniwaki, QC and at the KZA Community Hall, 311 Fafard Street, Maniwaki, QC. And by local flyer delivery to each home in KZA and on-line.

b) Mailed to 1774 (#) off-reserve electors during the period from the 06 day of June, 2024 to the 17th day of August, 2024..

11. The nomination meeting was held on the 13 day of July 2024. ,

at KZA Community Hall, 311 Fafard Street from 9 am until 12 noon.
(Location)

12. The *Polling Notice* was posted on the 04th day of June 2024, at the following locations: KZA Band Administration Office, 1 Paganakomin Mikan, Maniwaki, QC

13. (a) Total number of mail-in ballot packages sent to off-reserve electors:
1784

(b) Total number of mail-in ballot packages sent to electors residing on the reserve: 66

14. The poll was held on the 24th day of August, 2024, at the following location:

Community Hall KZA administration office

[Handwritten signatures]

[Handwritten signature]

Declared before me this 26th day of August 2024
[Signature]



Kitigan Zibi Anishinabeg General Election 2024

CHIEF RESULTS:

Name of Candidate for Chief	Total Votes Received
Cote, Frankie	322
Stevens, Glenda	90
Whiteduck, Jean-Guy	327

Number of rejected ballots for chief: 19

Total of Number of Ballots for Chief Spoiled: 6

COUNCILOR RESULTS:

Name of Candidate for Councilor	Total Votes Received
Buckshot, Mariette	239
Cote-Decontie, Gavin	129
Decontie, Andy	284
Decontie, David	208
McDougall, Brian	257
McGregor, Gordon	261
Meness, Frank	331
Mitchell, Natasha (Tash)	222
Odjick, Laurie	226
Smith, Chad	183
Tenasco, Anita	398
Tenasco-Commanda, Victoria-Lynn	259
Twenish, Darhlene	245
Whiteduck, Celine	349
Whiteduck, Debbie	128
Whiteduck, Lionel	165

Number of rejected ballots for Councilor: 33

Total number of ballots Spoiled for Councilor: 12

The following candidates have been publicly declared elected:

(a) To the Office of Chief: Name: Jean-Guy Whiteduck

(b) To the Office of Councilor:

Name: Decontie, Andrew Name: McGregor, Gordon

Name: Meness, Frank Name: Tenasco-Commanda, Victoria-Lynn

Name: Tenasco, Anita Name: Whiteduck, Celine

22. The term of office commences on the 29th Day August , 2024 .

23. Additional Comments: No Scrutineers present, Ballots recounted twice with witness present.

24. Declaration

I, Tina Dewache appointed to the position of Electoral Officer on the 22nd day of May22, 2024 for the Kitigan Zibi Anishinabeg First Nation First Nation, declare that the polling station was kept open between the hours of 9:00 a.m. and 8:00 p.m. (local time), and that I have correctly counted the votes cast for each candidate and have performed all other duties required of me by the *Indian Band Election Regulations*. I further declare that a copy of the *Statement of the Votes* will be posted at each place where the *Polling Notice* was posted and will be mailed to the last known address of off-reserve electors.

T Dewache
Electoral Officer/Deputy Electoral Officer
Box 38, Maniwaki, QC.
819-449-5170 ext 1007
Tina.Dewache@kza.qc.ca

August 27, 2024

*Declared before me this 27th day
of August 2024.*

[Signature]





KITIGAN ZIBI ANISHINABEG

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

August 28, 2024

JOB OPPORTUNITY – 2nd Posting

POSITION:	Income Security Officer
LOCATION:	Kitigan Zibi Anishinabeg Administration Office
WORK SCHEDULE:	35 hours per week, Monday to Friday
TERM:	Indeterminate
SALARY:	Level 4 (49,095.25 – 61,419.08) Range is based on experience
DEADLINE:	September 13, 2024

SUMMARY:

Under the supervision of the Director of Community Services, the incumbent is responsible for implementing and delivering the Social Assistance Program according to the guidelines determined by Indigenous Services Canada.

The position provides a variety of responsibilities that are both administrative and front line in order to encourage community betterment.

PREAMBLE:

If you are interested in applying for this position and are able to demonstrate that you meet the essential qualifications, please present your updated cover letter, resume and proof of education/training to the attention of **Myra Dumont, Human Resource Advisor**, at Kitigan Zibi Health and Social Services, 8 Kikinamge Mikan, Maniwaki, Quebec,

DEADLINE TO APPLY : Thursday September 13, 2024 at 4:00p.m.

Contact Information:

Telephone: 819-449-5593 ext. 2015

Email: HR.advisor@kza.qc.ca or myra.dumont@kza.qc.ca

Incomplete applications will not be considered. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. Validation may be made of your credentials and references.



KITIGAN ZIBI ANISHINABEG

Income Security Officer

Job Description

GENERAL INFORMATION

Job Title : Income Security Officer
Category : Professional
Sector : Kitigan Zibi Community Services
Location : Kitigan Zibi Band Office
Terms : Full Time–Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 4
in accordance with the *KZA Human Resource Policy*
Immediate Supervisor : Community Services Director
Date of Job Description : August 2024

JOB SUMMARY

Under the supervision of the Director of Community Services, the incumbent is responsible for implementing and delivering the Social Assistance Program according to the guidelines determined by Indigenous Services Canada.

KEY DUTIES

- Guides community members through the Social Assistance application process: conducts client interviews/assessments; determines and explains whether applicants eligibility criteria is met; determines potential deductions; answers client questions, provides information/follows guidelines and assists in completion of necessary client paperwork/documentation.
- Updates Social Assistance policy for the community.
- Ensures that all required documentation is submitted.
- Provides a written response to the individual concerning their eligibility.
- Processes applications and implements follow-up procedures: verifies/investigates validity and accuracy of client information and history.
- Maintains and updates client files; maintains 12-month client ledger (including client info, payments/deductions).
- Performs bi-annual reviews of the files/applicants.
- Coordinates payment distribution process; sets up payment schedule, prepares/cancels cheque requisitions, distributes accurate payment to eligible clients in a regular and timely manner.
- Remains in contact with Social Assistance agencies
- Carries out verifications or checks to see if the recipients' situation has changed.
- Advises Chief and Council on any appeals that may come forward.

KNOWLEDGE AND SKILLS

- Knowledge of governing municipal, provincial and federal legislative, regulatory and policy requirements specific to the Income Security program including the Social Assistance Act, KZA policies and procedures, as well as the guidelines set out by

Aboriginal Affairs and Northern Development Canada (AANDC) and the Assembly of First Nations of Quebec and Labrador (AFNQL) Social Policy Framework.

- Theories, principles, and practices of program administration, monitoring and reporting.
- Efficient and effective case-management practices to assess and investigate validity and accuracy of client information and determine client eligibility.
- Organizational skills to coordinate logistics of payment distribution and scheduling.
- Mentoring, communication and motivational skills that encourage clients to establish personal education/career goals.
- Financial skills to establish client payment amount.
- Knowledge of KZA policies, KZA Human Resources Manual, KZA Finance Policy, KZA Code of Ethics and Confidentiality policy.
- Knowledge of KZA community and culture.

CONTACTS

- Ensures eligible clients receive timely assistance.
- Briefs the Director (and when required, Chief and Council) regarding issues that arise within the Social Assistance Program.
- Develops and maintains effective working relationships and partnerships, with internal KZA sectors and external agencies.
- Establishes and maintains positive and respectful working relationships with co-workers.

ACCOUNTABILITY

- Accountable for administering the social assistance budget
- Accountable for ensuring that the social assistance criteria/policy is adhered to.
- Accountable to offer an efficient social assistance service to band members
- Accountable to maintain confidentiality

MANAGERIAL/SUPERVISORY

Human Resources:	▪ Not applicable in this position.
Financial Resources:	▪ Monitors program budget; ▪ Quarterly expense reporting.
Material Resources:	▪ Not applicable in this position.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	▪ Works with little supervision; ▪ Manages medium stress level.
Deadlines	▪ Monitors and meets daily deadlines;
Working Conditions:	▪ Mainly administrative tasks within an office setting; ▪ works at a computer monitoring screen daily; ▪ Withstands frequent interruptions; ▪ May be required to travel for training purposes.
Cultural Competency	▪ Knowledge of the KZA local community.

INCUMBENT QUALIFICATIONS

Education and Experience	▪ College level diploma in Social Sciences and/or Business Administration or any other related field and ▪ Minimum three years office administration experience
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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; ▪ Ability to communicate orally and in writing.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Strong interpersonal skills and service-oriented; ▪ Good computer skills; ▪ 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"> ▪ 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"> ▪ Communicate in Algonquin.



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1st NOTICE WATER AND SEWER INSURANCE

Payments are now being accepted for 2024-2025 Water and Sewer Insurance, **due on or before August 30, 2024.**

This insurance covers well installations and aqueduct lines and covers all plumbing components and piping from the well or main aqueduct line on up to the main shut off valve located in the house. (Common items covered: frozen or busted water pipes, pumps, check valves, cold water pressure tank, wiring for pump and damaged casings).

The septic installations and community sewer systems insurance covers all plumbing components and piping from the septic tank or main community sewer lines on up to the foundation of the house. (Common items covered: frozen, busted or blocked sewer lines, emptying of septic tanks). Septic tanks are emptied every three (3) years. Only those who have paid their insurance annually over the past 3 years will have their tanks emptied in the summer of 2027.

Rates for this year are as follows:

<u>Regular Rates</u>		<u>Senior Rates (65 YEARS AND +)</u>	
Water	\$119.00	Water	\$106.00
Sewer	<u>\$119.00</u>	Sewer	<u>\$106.00</u>
Total	\$238.00	Total	\$212.00

Payment arrangements/methods can be found on the next page.
Payments will only be accepted within the hours listed below.

Monday	1:00 pm	to	3:30 pm
Tuesday through Thursday	9:00 am	to	3:30 pm
Friday	9:00 am	to	12:00 pm

Meegwech for your attention and cooperation.

KZA Community Services





KITIGAN ZIBI ANISHINABEG

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

DATE: _____

I, _____, authorize Kitigan Zibi Anishinabeg to deduct my **Salary / Income security (circle one)** to pay for my Water and Sewer insurance premiums.

The amount to be deducted is _\$_____ per **week / month (circle one)**.

Please commence the deductions _____.

Address to be insured: _____

***** I understand that if I do not adhere to this agreement, deductions in the amount of 30% will be applied from any source of income until the amount owed is paid in full.**

Community member

***** The deadline for eligible for payment agreements is **August 30, 2024**.**

For employees, arrangements must be entirely paid no later than September 30, 2024 to ensure coverage.

For persons in receipt of Income Security or OAS, the **maximum** amount of 6 monthly installments, ending no later than January 30, 2025.

The following are the different methods of payments you may use.

- EMT/Interac e-Transfer: payment@kza.qc.ca
- No password required
- Debit/Visa/Mastercard (in person only)
- Cheque
- Money Order
- Cash



JOB OPPORTUNITY – 5th Posting
Open until filled

Aug 28, 2024

POSITION: Elementary Teacher (1 position)

LOCATION: Kitigan Zibi Kikinamadinan. (KZ School)

WORK SCHEDULE: 35 hours a week. Monday to Friday

TERM: Indeterminate. Full time. Anticipated start date is August 2024.

SALARY: **\$51,461.00 to \$100,246.00**
Salary to be based on experience according to the Quebec English School Salary Scale.

SUMMARY:

Under the supervision of the School Principal, the Teacher is responsible to deliver quality elementary school curriculum to students according to the approved Education Sector programs. Work includes the evaluation of students, the fostering of a learning environment, classroom management and the development of individualized education plans (IEPs).

PREAMBLE:

If you are interested in applying for this position and are able to demonstrate that you meet the mandatory basic requirements, please present your: **cover letter, updated resume, copy of your degrees, copy of your B.ED. and the Enhanced criminal verification for vulnerable populations** (will be required if considered for the position). Please provide your job application package to the attention of **Anita Stevens at the KZES Admin Office** this job posting is open until filled.

Contact information:

Email: anita.stevens@kza.qc.ca

Phone: **819-449-1798**

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

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application.

This job posting is now open to the general public. The Kitigan Zibi Anishinabeg practices a preferential hiring policy. Applicants must possess the basic requirements at the time of the deadline.



KITIGAN ZIBI EDUCATION

Elementary Teacher Job Description

GENERAL INFORMATION

Job Title : Elementary Teacher
Category : Teacher
Sector : Kitigan Zibi Education Sector
Location : Kitigan Zibi Kikinamadinan
41 Kikinamage Mikan, Maniwaki, Quebec
Terms : Indeterminate position (Standard Probationary period)
Hours : 35 hours per week. Monday to Friday
Salary : Salary to be based on experience according to the Quebec English School Salary Scale
Immediate Supervisor : KZ School Principal
Date of Job Description : March 2024

KZ KIKINAMADINAN MISSION STATEMENT

Kitigan Zibi and Pakinawatik School's mission in cooperation with the Kitigan Zibi community is to create challenging opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value life long learning, and to become responsible contributing citizens of their community, the Algonquin Nation and society at large

STUDENT LEARNING OUTCOMES

It is Kitigan Zibi and Pakinawatik School's goal to give hope and encouragement to each student to reach his/her full potential academically, emotionally, socially, physically, and spiritually. Kitigan Zibi and Pakinawatik School encourages each student to become a life long learner.

KEY DUTIES

- Responsible to ensure the delivery of quality instructional services
- Grading and conducting student assessments
- Curriculum delivery
- Lesson and unit planning
- Manage discipline in accordance to the school's procedures
- Encourage good practice with regard to punctuality, behaviour, standards of schoolwork and homework.
- Planning, Teaching and Class Management
- Monitoring, Assessment, Recording and Reporting student progress in accordance to targeted learning
- Development of Individualized Education Plans (IEPS) to address student learning needs
- Contribute to extracurricular school activities
- Co-operate with other staff to ensure sharing and the effective use of resources
- Participates in weekly or bi-weekly staff meetings

<ul style="list-style-type: none"> ▪ Plan, organize and deliver online learning via the Google Classroom platform when required
ESSENTIAL TEACHING SKILLS
<ul style="list-style-type: none"> • Classroom Management; • Excellent English communication skills both written and oral; • Ability to lead and role model for students; • Ability to set objectives, determine goals and focus on the common goals of student learning; • Time Management; • Ability to prepare lesson plans and units appropriate to the level of students.

ACCOUNTABLE
<ul style="list-style-type: none"> • Accountable to provide quality education within the framework of the KZ education system; • Accountable to ensure students are given the opportunities to achieve their highest potential; • Accountable to ensure that the mission and vision of the school and education system is followed; • Accountable to abide by: the Teacher Code of Ethics, Oath of Confidentiality, General Education Policies and Guidelines and Human Resources Policy.

MANAGERIAL/SUPERVISORY	
Human Resources:	Will be responsible to provide guidance to classroom assistants or support staff assigned to classroom if applicable.
Material Resources:	Oversees and maintains management of classroom materials and textbooks; Ensures adequate materials and equipment are available to deliver program.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Required to meet concurrent demands and deadlines; ▪ May be required to deal with difficult situations; ▪ Required to keep all student information highly confidential and may become aware of highly sensitive information regarding students; ▪ Must be able to work in the English Language
Working Conditions:	<ul style="list-style-type: none"> ▪ The incumbent is required to stay on-site for the lunch period during assigned supervision days; ▪ Outdoors during supervision.

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> • Bachelors Degree in Education or • Bachelors Degree (B.A.) from a recognized University with one or more Teachable subjects.

INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness and the KZA culture and community; ▪ Knowledge of the Quebec Curriculum; ▪ Classroom management; ▪ Ability to prepare lesson plans and have a working knowledge of teachers' professional duties and legal liabilities; ▪ Knowledge of school policies and procedures; ▪ Knowledge of subject(s) or specialization(s) to enable effective teaching.
Abilities:	<ul style="list-style-type: none"> ▪ To model good personal and professional conduct; ▪ Concentration through periods of frequent interruptions; ▪ Good time management; ▪ Strong communication and ability to converse with parents, colleagues and students in a professional manner; ▪ Problem-solving skills; ▪ Planning, organization and multi-tasking skills; ▪ Team-player who works in a coordinated effort.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliable; ▪ Mental calibre to withstand challenging or emotionally charged situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and students; ▪ Ability to establish and maintain effective working relations with colleagues.
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Acquire an Enhanced criminal verification for vulnerable populations. Incumbent must not possess any criminal record (s) related to working in the profession; ▪ Must undertake the responsibility of maintaining professional development as required; ▪ Legally able to work in Canada.
Assets:	<ul style="list-style-type: none"> ▪ Knowledge of Kitigan Zibi Algonquin Language and Cultural Values.



JOB OPPORTUNITY – 5th Posting
Open until filled

Aug 28, 2024

POSITION: High School Teacher

LOCATION: Kitigan Zibi Kikinamadinan. (KZ School)

WORK SCHEDULE: 35 hours a week. Monday to Friday

TERM: Indeterminate. Full time. Anticipated start date is August 2024.

SALARY: **\$51,461.00 to \$100,246.00**
Salary to be based on experience according to the Quebec English School Salary Scale.

SUMMARY:

Under the supervision of the School Principal, the Teacher is responsible to deliver quality high school curriculum to students according to the Approved Education Sector programs. Work includes the evaluation of students, the fostering of a learning environment, classroom management and the development of individualized education plans (IEPs).

PREAMBLE:

If you are interested in applying for this position and are able to demonstrate that you meet the mandatory basic requirements, please present your: **cover letter, updated resume, copy of your degrees, copy of your B.ED. and the Enhanced criminal verification for vulnerable populations** (will be required if considered for the position). Please provide your job application package to the attention of **Anita Stevens at the KZES Admin Office** this job posting is open until filled.

Contact information:

Email: anita.stevens@kza.qc.ca

Phone: **819-449-1798**

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

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application.

This job posting is now open to the general public. The Kitigan Zibi Anishinabeg practices a preferential hiring policy. Applicants must possess the basic requirements at the time of the deadline.



KITIGAN ZIBI EDUCATION

High School Teacher Job Description

GENERAL INFORMATION

Job Title : High School Teacher
Category : Teacher
Sector : Kitigan Zibi Education Sector
Location : Kitigan Zibi Kikinamadinan
41 Kikinamage Mikan, Maniwaki, Quebec
Terms : Indeterminate position (Standard Probationary period)
Hours : 35 hours per week. Monday to Friday
Salary : Salary to be based on experience according to
the Quebec English School Salary Scale
Immediate Supervisor : KZ Kikinamadinan Principal
Date of Job Description : March 2024

KZ KIKINAMADINAN MISSION STATEMENT

Kitigan Zibi and Pakinawatik School's mission in cooperation with the Kitigan Zibi community is to create challenging opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value life long learning, and to become responsible contributing citizens of their community, the Algonquin Nation and society at large

STUDENT LEARNING OUTCOMES

It is Kitigan Zibi and Pakinawatik School's goal to give hope and encouragement to each student to reach his/her full potential academically, emotionally, socially, physically, and spiritually. Kitigan Zibi and Pakinawatik School encourages each student to become a life long learner.

KEY DUTIES

- Responsible to ensure the delivery of quality instructional services
- Grading and conducting student assessments
- Curriculum delivery
- Lesson and unit planning
- Manage discipline in accordance to the school's procedures
- Encourage good practice with regard to punctuality, behaviour, standards of schoolwork and homework.
- Planning, Teaching and Class Management
- Monitoring, Assessment, Recording and Reporting student progress in accordance to targeted learning
- Development of Individualized Education Plans (IEPS) to address student learning needs
- Contribute to extracurricular school activities

<ul style="list-style-type: none"> ▪ Co-operate with other staff to ensure sharing and the effective use of resources ▪ Participates in weekly or bi-weekly staff meetings
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ESSENTIAL TEACHING SKILLS

<ul style="list-style-type: none"> • Classroom Management; • Excellent English communication skills both written and oral; • Ability to lead and role model for students; • Ability to set objectives, determine goals and focus on the common goals of student learning; • Time Management; • Ability to prepare lesson plans and units appropriate to the level of students.
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ACCOUNTABLE

<ul style="list-style-type: none"> • Accountable to provide quality education within the framework of the KZ education system; • Accountable to ensure students are given the opportunities to achieve their highest potential; • Accountable to ensure that the mission and vision of the school and education system is followed; • Accountable to abide by: the Teacher Code of Ethics, Oath of Confidentiality, General Education Policies and Guidelines and Human Resources Policy.

MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable within this job position.
Material Resources:	Oversees and maintains management of classroom materials and textbooks.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Required to meet concurrent demands and deadlines; ▪ May be required to deal with difficult situations; ▪ Required to keep all student information highly confidential and may become aware of highly sensitive information regarding students; ▪ Must be able to work in the English Language
Working Conditions:	<ul style="list-style-type: none"> ▪ The incumbent is required to stay on-site for the lunch period, during assigned supervision days; ▪ Mainly indoors.

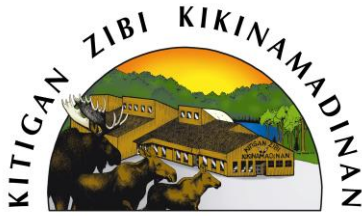
INCUMBENT QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none"> • Bachelors Degree in Education or • Bachelors Degree (B.A.) from a recognized University with one or more Teachable subjects.
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INCUMBENT COMPETENCIES

Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness and the KZA culture and community;
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	<ul style="list-style-type: none"> ▪ Knowledge of the Quebec Curriculum; ▪ Classroom management; ▪ Ability to prepare lesson plans and have a working knowledge of teachers' professional duties and legal liabilities; ▪ Knowledge of school policies and procedures; ▪ Knowledge of subject(s) or specialization(s) to enable effective teaching.
Abilities:	<ul style="list-style-type: none"> ▪ To model good personal and professional conduct; ▪ Concentration through periods of frequent interruptions; ▪ Good time management; ▪ Communication and client-service skills; ▪ Problem-solving skills; ▪ Planning, organization and multi-tasking skills; ▪ Team-player who works in a coordinated effort.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy; ▪ Reliability; ▪ Mental calibre to withstand challenging or emotionally charged situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and students; ▪ Ability to establish and maintain effective working relations with colleagues.
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Acquire an Enhanced criminal verification for vulnerable populations. Incumbent must not possess any criminal record (s) related to working in the profession; ▪ Must undertake the responsibility of maintaining professional development as required; ▪ Legally able to work in Canada.
Assets:	<ul style="list-style-type: none"> ▪ Knowledge of Kitigan Zibi Algonquin Language and Cultural Values.



Aug 28, 2024

JOB OPPORTUNITY – 1st Posting

POSITION: Education Assistant (1 position)

LOCATION: Kitigan Zibi Kikinamadinan / Pakinawatik

TERM: September 2024 – June 27, 2025
Renewable Term Contract

SALARY: As per the KZES Salary Scale and Employee Qualifications
Certified Educational Assistant (\$25.83 per hour)
Non-Certified Educational Assistant (\$25.28 per hour)

PREAMBLE:

The incumbent will be responsible for working with a high needs student(s) to ensure success. He/she will be required to work with the student(s) in the classroom and at times in a quiet working area. He/she will work under the direction and supervision of the Classroom Teacher, Principal, Special Education Coordinator and parent.

If you are interested in applying for this position and are able to demonstrate that you meet the requirements, please present your covering letter, updated resume, work attendance record from your last employer, police verification form, and proof of education/training to the attention of Anita Stevens the KZES Admin Office situated at 37 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1 by **Thursday, September 12, 2024 at 4:00 p.m. (EST)**.

Contact information:

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

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. **Incomplete applications will not be granted an interview.**

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

JOB DESCRIPTION

General Information

Job title:	Education Assistant
Sector:	Education
Location:	Pakinawatik & Kitigan Zibi Kikinamadinan
Terms:	Renewable Term Contract
Date of employment:	September 16, 2024 – June 27, 2025
Title of supervisor:	Pakinawatik & Kitigan Zibi Kikinamadinan Principal
Name of supervisor:	Freeda Morin
Date of job description:	August 2024

General Description of the Job

Under the supervision of the Principal, the Special Education Coordinator and the Classroom Teacher, the Education Assistant is responsible to deliver quality education support specific to the needs of the student. The incumbent is expected to set learning goals and work directly with a student. He/she will be expected to prepare monthly reports.

Description of the Job

Responsibilities	Tasks
Responsible to work daily with student towards success.	<ul style="list-style-type: none"> • Work directly with the student(s), individually or in small group, teaching skills as directed by the teacher, both in the classroom and in a separate designated area as scheduled • Assist student with executive functioning needs ie. organization of materials for self reliance, making and following a schedule, organization of notes • May need to attend Occupational Therapy and Speech Language Therapy as scheduled, learn and follow the recommendations of each therapist and conduct daily follow-up using learned techniques • Create daily schedule for student with teacher and therapists and remain consistent with schedule • Follow all learned behavioural strategies and implement consistently • Assist students with technology-related assignments • Observe student's performance, and record daily relevant data to assess progress • Participate in teacher-parent conferences regarding student's progress and areas of need
Responsible for the safety of the student assigned to him/her.	<ul style="list-style-type: none"> • Understand all rules and policies pertaining to students in the school

- Assist student to understand and follow administration policies and rules
- Instruct and monitor student in the use and care of equipment and materials, in order to prevent injuries and damage
- May be required to accompany student to all classes; including Physical Education class, recess, and lunch time activities, indoor and outdoor

Accountability

- Accountable for the quality support of student
- Accountable to follow general education guidelines focusing on the education of the student
- Accountable to adhere to and enforce school policies
- Accountable to the Principal for attendance and job performance and reporting
- Accountable for maintaining appropriate boundaries in staff/student relations

Qualifications

Certification and/ or level of formal education:

Classroom Assistant Certification (an asset /not mandatory)
 Medical certificate of good health will be required if considered for position
 Police verification (Proof required)

Experience:

Prior experience working with students in a school setting (an asset)
 Prior experience working with students with special needs (an asset)

Personal Suitability:

Excellent interpersonal communication skills to liaise with the student and staff
 Ability to take direction from supervisor and willingly act on direction
 Ability to act as role model for student
 Patient, reliable worker with strong work ethic
 Good physical well-being
 Ability to handle stress
 Good attendance record

Languages Required:

English mandatory

Ondàs pi Nagamodà “Come and Sing”

Men and Women’s Drum Circle

Interested in learning about songs, drum teachings, or just want to come listen to some songs, please join us:

Every Tuesday Evening

5:00 pm - 7:00 pm

KZ Cultural Center

54 Makwa Mikan



For more information contact Mariah Smith Chabot at Mariah.Smith-Chabot@kza.qc.ca or at 819-598-8247.

Transportation can be available.

ODEKAN - SEPTEMBER 2024 CALENDAR

Kakone Kizis - Month of the Harvest Moon



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Caregiver's Afternoon Out, please call in the morning of by 11 am to register your child for the afternoon. 819-449-2702.	2 LABOUR DAY	3 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm	4 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm	5 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Baby Home Visits/ clean up	6 Sagabigoni Program 8:30—11:30 am CLOSED	7
8 	9 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Office Time	10 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm	11 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm	12 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Baby Home Visits/ clean up	13 Sagabigoni Program 8:30—11:30 am CLOSED	14 
15	16 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Office Time	17 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm	18 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm	19 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Baby Home Visits/Clean up	20 Sagabigoni Program 8:30—11:30 am CLOSED	21
22 	23 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Office Time	24 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm	25 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm	26 Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Baby Home Visits/Clean up	27 Sagabigoni Program 8:30—11:30 am CLOSED	28 
29	30 CLOSED NATIONAL DAY FOR TRUTH AND RECONCILIATION 					

367 Paganakomin Mikan
Tel: (819) 449-2702
Fax: (819) 449-3361



Any questions contact:
Katrina Whiteduck
Odekan Headstart Coordinatoor
Email: katrina.whiteduck@kza.qc.ca



Odekan Headstart
Now accepting
registrations
start date
August 26, 2024

ODEKAN



Headstart Program

Odekan
means
"Family Place"



MONDAY

Sagabigoni program (3-4yrsold)
8:30-11:30am

TUESDAY

Sagabigoni program (3-4yrsold)
8:30-11:30am
Caregiver's Afternoon out (6months-3yrs old)
1:00-3:00pm



WEDNESDAY

Sagabigoni program (3-4yrsold)
8:30-11:30am
Caregiver's Afternoon out (6months-3yrs old)
1:00-3:00pm

THURSDAY

Sagabigoni program (3-4yrsold)
8:30-11:30am

Baby Home visits
1:00-3:00pm



FRIDAY

Sagabigoni program (3-4yrsold)
8:30-11:30am

- Caregiver's Afternoon out (Please call in by 11am to reserve a spot)
- Baby Home Visits (Call in if you would like a home visit. Can include dropping off books/toys/info)
- New baby flyers (Contact Odekan to have your new baby photo in the flyer)
- Contact: Katrina Whiteduck 819-449-2702 ext 3204
- Email: katrina.whiteduck@kza.qc.ca
- Address: 367 Paganakomin Mikan

ODEAKAN BABY
CONGRATULATIONS!



Garry Lannigan

Proud Parents

Marie-Andree Meunier
&
Brian Lannigan

BORN

January 27, 2024
4 lbs 4oz

ODEKAN BABY
CONGRATULATIONS!



Rosemary McGregor Blacksmith

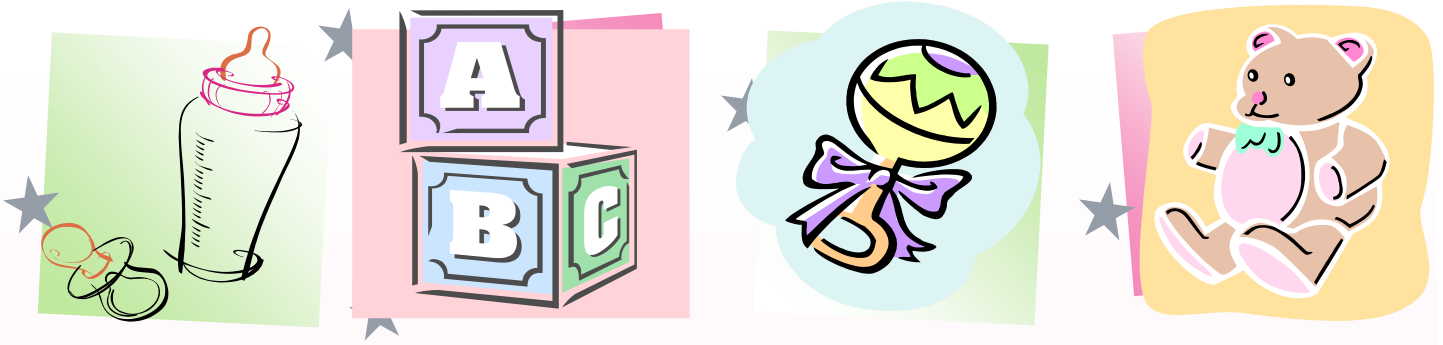
Proud Parents
Andrea McGregor
&
Markius Blacksmith

BORN

August 10, 2024

8lbs 12oz

8:13pm



ODEKAN BABY CONGRATULATIONS!

ATTENTION NEW PARENTS!

If you would like to put your baby's picture in the flyer. And receive a baby bag bundle please call Katrina @Odekan 819-449-2702 ext 3204

Or email katrina.whiteduck@kza.qc.ca



Migwech





Anishinàbemowin

GRAMMAR

CONTEST

Complete the following and drop it off at the Cultural Center or email a picture of it to odaminowin2021@gmail.com for your chance to win a prize at the end of September. TAKE A GUESS! MISTAKES ARE PART OF LEARNING!

● ● ● LESSON 1: CLASSES OF NOUNS

In Anishinàbemowin there are two classes of nouns. These are called ANIMATE and INANIMATE. This means that the language treats the noun as if it were alive or not alive and not that it really is alive or not. Classify these nouns into their proper category by writing animate or inanimate on the lines provided.

1. odàbàn _____
2. animosh _____
3. wìsiniwàgan _____
4. okàd _____
5. ikwe _____
6. nibàgan _____
7. pineshì _____
8. makwa _____
9. nibì _____
10. wigwam _____
11. anagosh _____
12. tesibiwàgan _____
13. ikiwenzi _____
14. wàwàshkeshì _____
15. ozid _____
16. kìwsens _____
17. anagabeshàgan _____
18. mitig _____
19. kàjagens _____
20. anìbìsh _____

The correct answers
will be included on the
winner's flyer at the
end of September

English Translation

- | | | | | |
|----------|-----------|-------------|----------|-----------|
| 1. car | 2. dog | 3. table | 4. leg | 5. woman |
| 6. bed | 7. bird | 8. bear | 9. water | 10. house |
| 11. star | 12. chair | 13. old man | 14. deer | 15. foot |
| 16. boy | 17. pants | 18. tree | 19. cat | 20. leaf |





August 29, 2024

JOB OPPORTUNITY - 1st Posting

POSITION: Medical Transportation Clerk
LOCATION: As designated by KZHSS
WORK SCHEDULE: 35 hours a week. May vary at times
TERM: Indeterminate. 6-month probationary period that can be extended to one year less a day if required.
SALARY: Level 4 (\$49,095.25-\$61,419.08)
Starting Range (0 to 5) to be determined

Summary:

Under the supervision of the Medical Transportation Coordinator, the Medical Transportation Clerk provides administrative and logistical support to facilitate effective communication and service delivery within the Medical Transportation program. The Medical Transportation Clerk will play a pivotal role in meeting the objectives of quality control and program delivery.

Forward your Application to:

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present the following: cover letter, updated resume, proof of education/training, contact information for 3 references, and copy of your driver's license to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre, 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1** or email at Dawn.cayer@kza.qc.ca The deadline is **Thursday, September 12, at 4:30 pm (EST)**.

For further information regarding this position, call the Medical Transportation Coordinator, Candice Mitchell at 819-449-5593 ex. 2002

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. 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

Medical Transportation Clerk

Job Description

GENERAL INFORMATION

Job Title : Medical Transportation Clerk
Category : Administrative Support
Sector : Kitigan Zibi Health & Social Services
Location : As designated by KZHSS Director
Terms : Full-Time Indeterminate. 6 month probation period
Expected start date
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 Medical Transportation Coordinator
Date of Job Description : August 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 Medical Transportation Coordinator, the Medical Transportation Clerk provides administrative and logistical support in a courteous and professional manner. As part of the Health and Social Services Team, the objective is to ensure quality service delivery to clients in an efficient manner.

KEY DUTIES

Administrative:

- assists in the completion of program reporting requirements including data entry, scheduling and reporting;
- collects time sheets/books for processing payroll;
- maintains a detailed and accurate records management and filing system;
- collates documents and prepares client reimbursement lists for approval;
- reports pertinent information to the Medical Transportation Coordinator; and,
- assists in scheduling regular care and maintenance of vehicles.

Medical Transportation Coordinator Replacement as per schedule:

- schedules and coordinates medical trips and holiday driving schedules,
- undertakes various clerical tasks in support of transportation services: greet and follow-up with clients on-site and over the phone; photocopying; hospital mail delivery; email responses to doctors, etc.;
- assists in determining client eligibility for medical transportation services;
- communicates general information to clients and deals with emergency situations
- participates in staff meetings, focus groups and planning meetings;
- assists in the coordination of training for driver's; and
- attends training as required;

General Duties:

- completes administrative and office support duties assigned by the Medical Transportation 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 health information/documents management and the protection of personal information.
- Knowledge of KZA/KZHSS policies, the including KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, KZHSS Professional Code of Ethics, and the Oath of Confidentiality.

CONTACTS

As delegated by Medical Transportation Coordinator or designate may be required to:

- contact external health agencies;
- interact with governmental departments and agencies in collaboration with client/health professional(s) requests including Indigenous Services Canada; and,
- collaborate with other First Nation organizations.

MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable within this job position.
Material Resources:	Oversees and maintains management of database.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> • 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; • prolonged viewing of computer screens; • must be able to work in both the English and French language.
Working Conditions:	<ul style="list-style-type: none"> • mainly an office environment; and, • varied work schedule when replacing Medical Transportation Coordinator.

INCUMBENT QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none"> • Post Secondary Education-College Certificate in Office Administration/Systems or related field 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.
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INCUMBENT COMPETENCIES

Knowledge:	<ul style="list-style-type: none"> • knowledge and awareness of the KZA culture and community;
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	<ul style="list-style-type: none"> • knowledge of records management/filing/processing documents; • knowledge of the management of data; and, • knowledge of the Privacy Act and the protection of personal information.
Abilities:	<ul style="list-style-type: none"> • maintain professionalism in the work place; • sustain deep concentration; • maintain good time management; • effective communications skills for client service; • problem solving; • plan, organize and multi-task; • to be a team-player and work in a coordinated effort; and, • to work in the English language at a proficient level and communicate in French if required.
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; and, • ability to establish and maintain effective working relationships 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 including digital fingerprints 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 four-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; • ability to acquire and maintain training in PIPEDA, the MTRS database, and Protecting Personal Information; and, • legally able to work in Canada.



JOB OPPORTUNITY – 1st POSTING

August 29, 2024

POSITION: KZHSS Driver
LOCATION: As designated by KZHSS
WORK SCHEDULE: 35 hours a week. May vary at times
TERM: Indeterminate. 6-month probationary period that can be extended to one year less a day if required.
SALARY: Level 3 (\$43,467.18-\$54,367.36)
Starting Range (0 to 5) to be determined

Summary:

Under the Supervision of the KZHSS Director or Designate, the KZHSS Driver focuses on the safe operation of vehicle to transport passengers of all ages and abilities for the Kitigan Zibi Health and Social Services Sector.

Forward your Application to:

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present the following: cover letter, updated resume, proof of education/training, contact information for 3 references, and copy of your driver's license to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre, 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1** or email at Dawn.cayer@kza.qc.ca The deadline is **Thursday, September 12, at 4:30 pm (EST)**.

For further information regarding this position, call the KZHSS Director, Celine Brazeau at 819-449-5593 ex. 2002

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. 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

Kitigan Zibi Health and Social Services Driver Job Description

GENERAL INFORMATION

Job Title : Kitigan Zibi Health and Social Services Driver
Category : Transportation
Sector : Kitigan Zibi Health & Social Services
Location : As designated by KZHSS Director
Terms : Indeterminate
Hours : 40 hours per week
Salary : KZA Salary Scale Level 3. Range based on experience in accordance with the KZA Human Resource Policy

Immediate Supervisor : KZHSS Director or Designate
Date of Job Description : August 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 or Designate, the KZHSS Driver focuses on the safe operation of vehicle to transport passengers of all ages and abilities for the Kitigan Zibi Health and Social Services Sector.

KEY DUTIES

- Transports community members of all ages and abilities to and from various KZHSS activities and programs including, but not limited to, Nicholas Steven's Centre programming, Endong activities, summer day camp activities, Child and Family Services programming, etc., as well as occasional out-of-town activities such as field trips.
- Promptly follows pick up and drop-off schedule.
- Assists passengers with mobility concerns board and exit the vehicle while ensuring their safety, fastening wheelchairs and other medical equipment or mobility equipment in a secure fashion. Provides door-to-door accompaniment when required.
- Maintains records and trip logs that outline daily activities.
- On a daily basis, ensures the vehicle remains free of debris by removing garbage and articles left behind by passengers and ensures that the vehicle interior is cleaned according to proper infection, prevention and control procedures. Ensures that the vehicle is properly equipped (e.g. First Aid, mask, gloves, flashlight, garbage can of disinfectant/deodorizer).
- Operates vehicle using extreme caution, ensures passenger safety at all times by using defensive driving techniques and maintaining strict adherence to traffic laws.
- Performs daily and periodical vehicle maintenance and visual inspection (e.g. verifies tire pressure, gas, oil and fluid levels) and reports any malfunction or maintenance attention to the supervisor.

<ul style="list-style-type: none"> ▪ Performs visual inspection (circle check around the vehicle) prior to each trip; ▪ Ensures that all gas receipts are signed, legible and contains all required information (e.g. licence plate). ▪ Compliance of reporting/documenting requirements (e.g. when vehicle sustains damage, incident reporting) in accordance with KZHSS policies and procedures.
KNOWLEDGE AND SKILLS
<ul style="list-style-type: none"> ▪ 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. ▪ Ability to operate a vehicle for extended periods of time in all types of driving situations including bad weather or traffic. ▪ Ability to maintain professional behaviour regarding clients, co-workers, and other passengers; ability to be non-intrusive, non-judgemental and maintain strict confidentiality. ▪ Ability to be organized, prioritize client requests and ability to be firm with clients to ensure policies and procedures are adhered to. ▪ Knowledge of Highway Safety Code.

CONTACTS
<ul style="list-style-type: none"> • Establish and maintain a working relationship with community resources, community members and partners.

MANAGERIAL/SUPERVISORY	
Human Resources:	Not applicable in this position.
Financial Resources:	Not applicable in this position.
Material Resources:	<ul style="list-style-type: none"> ▪ Ensures vehicle assigned is operating at optimum levels for transportation purposes; (e.g. gas, windshield fluid, etc.)

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 assist and transfer clients to and from the vehicle including wheelchairs; ▪ Mental alertness to changing and challenging situations, may be required to intervene in precarious situations. ▪ Acts quickly in emergencies or inclement weather
Working Conditions:	<ul style="list-style-type: none"> ▪ Works mainly in a vehicle; ▪ Required to follow a daily schedule (within their 40-hour work week) with prolonged/extended periods of time within a vehicle; ▪ Required to be on call during normally scheduled hours; ▪ May be required to drive in heavy traffic, downtown areas of major cities (e.g. Ottawa, Montreal); ▪ May be required to drive in inclement weather (e.g. freezing rain, snowstorms); ▪ Required to drive KZHSS vehicles to the garage/cleaners for regularly scheduled maintenance/cleaning, and/or to obtain a quote or get repairs; ▪ May be required to stay overnight with provided accommodations; ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community (further than a 10 km radius).

	<ul style="list-style-type: none"> ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as, but not limited to, vomit, blood, spittle, urine and feces.
INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Experience in a related field preferred.
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"> ▪ ability to navigate within urban areas; ▪ monitoring and reporting skills; ▪ ability to communicate orally and in writing in English; ▪ ability to work under pressure and with tight deadlines (e.g. time and priority management); and ▪ ability to work independently without close supervision and manage own time, ability to think quickly and make quick decisions. ▪ ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion, diplomacy, and confidentiality ▪ Reliability ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients; ▪ 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 class 4b 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.



JOB OPPORTUNITY – 1st POSTING

August 29, 2024

POSITION: KZHSS Janitor
LOCATION: As designated by KZHSS
WORK SCHEDULE: 40 hours a week. May vary at times
TERM: Indeterminate. 6-month probationary period that can be extended to one year less a day if required.
SALARY: Level 3 (\$43,467.18-\$54,367.36)
Starting Range (0 to 5) to be determined

Summary:

Under the Supervision of the KZHSS Director or Designate, the KZHSS Janitor cleans and maintains designated KZHSS building (can be ANY of the KZHSS buildings including but not limited to the Nicholas Stevens' Centre, Òde Widòkàkazowin, Kiweda, Wanaki Shack, Senior Care Centre, Waseya House, fitness centre, etc.) and adheres to leading infection prevention and control practices, in the interest of promoting health and creating a safe and sanitary work place for clients and staff.

Forward your Application to:

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present the following: cover letter, updated resume, proof of education/training, contact information for 3 references, and copy of your driver's license to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre, 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1** or email at Dawn.cayer@kza.qc.ca The deadline is **Thursday, September 12, at 4:30 pm (EST)**.

For further information regarding this position, call the KZHSS Director, Celine Brazeau at 819-449-5593 ex. 2002

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. 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

Kitigan Zibi Health and Social Services Janitor Job Description

GENERAL INFORMATION

Job Title : Kitigan Zibi Health and Social Services Janitor
Category : Maintenance/Labour
Sector : Kitigan Zibi Health & Social Services
Location : As designated by KZHSS Director
Terms : Indeterminate
Hours : 40 hours per week
Salary : KZA Salary Scale Level 3. Range based on experience in accordance with the KZA Human Resource Policy

Immediate Supervisor : KZHSS Director or Designate
Date of Job Description : August 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 or Designate, the KZHSS Janitor cleans and maintains designated KZHSS building (can be ANY of the KZHSS buildings including but not limited to the Nicholas Stevens' Centre, Òde Widòkàkazowin, Kiweda, Wanaki Shack, Senior Care Centre, Waseya House, fitness centre, etc.) and adheres to leading infection prevention and control practices, in the interest of promoting health and creating a safe and sanitary work place for clients and staff.

KEY DUTIES

- Follows a weekly cleaning schedule to clean, disinfect and sanitize the KZHSS building according to infection prevention and control principles and procedures:
 - Collects and disposes of garbage and recyclables in appropriate bins
 - Floors: sweeps and washes floors and stairways; deep cleans when required (e.g. buffs and waxes, shampoos carpets etc.)
 - Bathrooms: cleans, disinfects and sanitizes all surfaces.
 - Offices, kitchen and main areas: Cleans, disinfects, sanitizes and polishes furniture and surfaces using appropriate products.
 - Windows: cleans exterior/interior windows where accessible.
 - Supplies: stocks sanitations supplies/dispensers (e.g. toilet paper, purrell, etc.)
 - Entrances: keeps clear of debris, snow and/or other hazards.
 - Maintenance according to manufacturer's instructions: power tools, industrial cleaning equipment.
- Building maintenance and minor repairs:

- Interior: replacing light bulbs, fuses air conditioning and heating components (eg. filters); ensures control of vermin and insects; repairs to furniture, fixtures, and other office furnishings.
- Exterior: ground maintenance, snow removal, mow small areas of grass, and trim shrubs; repairs and reports vandalism.
- Maintains janitorial storage area in clean, tidy and hazard-free manner; keeps well-stocked inventory of cleaning supplies; launders rags/mop heads for re-use; inspects reports and follows up on any safety hazards.
- Assists with set-up of facilities for various activities (e.g. conferences, meetings, events); moves furniture, supplies, and equipment.

KNOWLEDGE AND 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.
- Knowledge of infection, prevention and control principles and procedures;
- Knowledge of building repair and maintenance procedures;
- Knowledge of appropriate use of cleaning products, personal protective equipment and WHIMS principles.
- Knowledge of effective and efficient electrical building systems and their components (e.g. heating/cooling, air quality, etc.) for optimal comfort within the building.
- Ability to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Ability to maintain professionalism, discretion and confidentiality at all times.

CONTACTS

- Establish and maintain a working relationship with community resources, community members and partners.

MANAGERIAL/SUPERVISORY

Human Resources:	<ul style="list-style-type: none"> ▪ Plans, assigns, and supervises students and/or temporary help
Financial Resources:	Not applicable in this position.
Material Resources:	<ul style="list-style-type: none"> ▪ Controls inventory/stock of cleaning supplies and refillable sanitation products.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Requires good physical condition to lift heavy objects, push industrial cleaning equipment; ▪ Good balance to climb on ladders
Working Conditions:	<ul style="list-style-type: none"> ▪ Works both indoors and outdoors ▪ May have staff in building during shift and may be required to work alone ▪ May be required to drive a truck for snow removal; or a truck and trailer for transporting heavy objects. ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as, but not limited to, vomit, blood, spittle, urine and feces. ▪ May be required to receive updated training and/or attend safety meetings.

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Completion of secondary school.
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"> ▪ ability to work fluently in English; ▪ ability to independently ▪ willingness to receive updated training ▪ legally able to work in Canada
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion, diplomacy, and confidentiality ▪ Reliability ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients; ▪ Possess stress management and time management skills.
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.

**SUPPORTING
YOU EVERY STEP
OF THE WAY**

Online Support Group

FOR PARENTS OF SPECIAL NEEDS CHILDREN

WHEN: Every two weeks on Tuesdays at noon.
Mark your calendar: September 10th and 24th 2024

WHERE: Online via Zoom.
Meeting ID: 954 772 5395
Passcode: OSG2024

WHY ATTEND?

Balancing work, life, and the needs of your child can be challenging. Our bi-weekly online support group is here to help! Designed with your busy schedule in mind, this group offers a supportive space where you can:

- **Learn:** Participate in special needs training and gain insights into developmental topics.
- **Share:** Exchange experiences, tips, and advice with other parents who understand your journey.
- **Connect:** Build a community of support, understanding, and encouragement.
- **Grow:** Discover new strategies to help your child thrive and meet their potential.

HOW TO REGISTER

Call: 819-449-2323 ext. 2807

Email: Francesca.Brazeau@kza.qc.ca

**Together, we can navigate the challenges
and celebrate the victories.**





Maniwaki, August 27 2024

Sponsorship for the 2024 Kidney Walk in Maniwaki

For the eleventh consecutive year, the Kidney Foundation's Maniwaki Committee is organizing a walk to collect donations.

Maniwaki's Kidney Walk

September 8th, 2024

Location: Gazebo near the Rivière Désert

Registration from 9:00 - 10:00 AM. Walk starts at 10:00 AM

The Kidney Foundation has awarded more than \$120 million in research grants since 1964. By visiting our website www.kidney.ca, under the research tab, you will get to know our researchers and the subject of their research.

In addition to research, your donations provide the 550,000 Quebec residents currently receiving end-stage kidney disease care with resources in multiple languages, support programs and summer camps for children. The Kidney Foundation also promotes kidney health and organ donation.

In the Gatineau Valley, several hundred people are in kidney protection clinics. In Maniwaki, 18 patients received dialysis 3 times per week. Some patients are waiting for dialysis in Maniwaki and must travel to Gatineau to receive their care. The population with kidney failure is increasing by 3% annually, which is very worrying. In the Outaouais region, 263 people are currently receiving dialysis treatments and 416 have kidney disease. They must be followed in a kidney protection clinic to postpone the terminal stage of the disease.

This year, Mr. Andre Racine, has generously agreed to act as honorary president at the 2024 Kidney Walk.

Our team is actively looking for financial partners to reach our yearly goal of \$5,000. It is in this context that I ask for your generosity and support. If you'd like to be a part of helping 'make a difference', donations can be made by cheque to the Kidney Foundation, you can go online at www.kidneywalk.ca and choose the City of Maniwaki to select our walk OR I can pick it up. Any amount helps!

The Kidney Foundation will continue its mission to help people suffering from kidney disease and our hope is that you become a part of this family so that together we can help be a solution for this increasingly horrible disease.

Thank you for your attention, your collaboration is invaluable.

Member of the committee: Candice Mitchell to reach me: 819-449-5593

Members of the Maniwaki committee: Françoise Morin, Natalie Jobin, Maude-Émilie Méthot, Louise Cousineau, Candice Mitchell and Claire Lacaille
Nicole Jalbert: Kidney Foundation Development Officer, Outaouais Chapter.

SENIOR APPLE PICKING

ACTIVITY 55+

TUESDAY SEPTEMBER 10TH, 2024
WILL BE LEAVING THE HALL AFTER
BREAKFAST

WHERE: VERGER MERLEAU, 72
PAUL RD, BOUCHETTE

DEADLINE TO REGISTER: FRIDAY
SEPTEMBER 6TH BY 11AM

**LEAVE YOUR NAME, PHONE
NUMBER & IF YOU REQUIRE
TRANSPORTATION**

SIGN-UP:

1. AT THE HALL WITH THE SIGN-UP SHEET
2. CALL AT KZHSS & REGISTER WITH THE RECEPTIONIST 819-449-5593





**Reminder:
Still going
strong!**

TRADITIONAL OSTEOPATHY



When

EVERY THURSDAY

9AM TO 3PM

AT KZ HEALTH CENTRE

TRADITIONAL OSTEOPATHIC
TREATMENTS FOR ALL AGES
BY APPOINTMENT

Traditional Osteopathy based on traditional Indigenous healing will be provided by Debra Meness, D.O. who has 30 years experience in the healthcare field and has been providing osteopathy to Indigenous people for more than 20 years in clinic settings.

There is NO fee for this service.

Call or Text at 438 407 8539 to make an appointment. Or email Dmeness01@outlook.com

Allow 1-2 days for appointment confirmation



Mìgwech, Mìgwech, Mìgwech

Sincere thanks to all who voted for me within the recent election. I am honored to be a new member of the Kitigan Zibi Band Council as of Friday, August 30, 2024.

I look forward to moving our community forward in a good way. I will do my very best for all members of the Kitigan Zibi Anishinabeg.

My email for band council related work is anitajeantenasco@gmail.com and my number is 613-796-7986.

With gratitude and respect,

Anita Tenasco





**CKWE is back in the weekly
bingo grind starting Sept 5th
at 7:00pm with a Regular
Bingo!**

Get your bingo pads at any of our locations:

KZ Freshmart

Wabano's Gas

KZ Gaz

Star Tobacco

Smileys

CKWE

Hawks Trading Post

Spearhead Store

Arthur's Smoke Shop

B I N G O				
7	25	44	57	62
15	22	40	50	70
11	30	FREE SPACE	46	74
2	28	37	55	68
10	27	39	59	75

SATURDAY, SEPTEMBER 28, 2024

SAMEDI, SEPTEMBRE 28, 2024

Send payment to/Envoyer paiement:

The ALgonquin Anishinabeg
Nation Tribal Council/Golf

81 Kichi Mikan
Maniwaki, QC
J9E 3C3

register before Sept 13, 2024

Limited
Spots
Available!

19th Annual
**AANTC/CTNAA GOLF
TOURNAMENT**

\$130 non-members non-membres **\$100** members membres **\$40** steak supper souper au steak

CLUB ALGONQUIN GOLF COURSE

6 Chemin du golf, Messines, QC J0X 2J0

FOR MORE INFORMATION CALL OR TO REGISTER/POUR PLUS
D'INFORMATION OU POUR VOUS INSCRIRE APPELZ :

TAMERA - 819-449-1225 OR 819-328-4975

EMT CAN BE SENT TO: FINANCE@AANTC-CTNAA.CA

IN MESSAGE PLEASE INDICATE WHO PAYMENT IS FOR



Jazz
Moderne
Créativité
Ballet
Step
Hip Hop



REGISTRATION DANS' ACTION

Classes are offered once a week from September to April and the annual recital will be held at the end of April. Our rates vary between \$200 and \$250 for one lesson per week.

September 4 - 5 

5 pm - 7 pm 

at our studio, 119 route 105 

 **CONTACT US!**

dansaction@videotron.ca



Facebook/Instagram





ACRODANCE



Acrodance is a combination of dance and floor gymnastics. The technique includes balance, flexibility, tumbling and partnering, based on flexibility, contortion and strength. Once these elements have been acquired, the dancers will combine them with movements in a choreography.

Classes are offered once a week from September to April and the annual recital will be held at the end of April. Our rates vary between \$200 and \$250 for one lesson per week

NEW !

September 4 - 5



5 pm - 7 pm



at our studio, 119 route 105



dansaction@videotron.ca



[Facebook/Instagram](#)





JOB OPPORTUNITY

JOB TITLE: Project Manager

LOCATION: Kitigan Zibi and Kitiganik

JOB TYPE: Contract

SALARY: To be determined according to experience.

ABOUT US:

We are a small start-up company dedicated to the preservation of our Language and Traditional Skills. We embrace learning by doing.

JOB OVERVIEW:

We are seeking a skilled Project Manager to join our team. The Project Manager will be responsible for planning, executing, and closing projects according to deadlines and within budget. This role involves managing resources, coordinating with various departments, and ensuring that project goals align with company objectives. The Project Manager will be responsible to organize, coordinate and facilitate 3 or more community events focusing on Kitigan activities, Composting and Canning with inclusion of Anishnabemowin throughout the events.

KEY RESPONSIBILITIES:

Project Planning: Develop detailed project plans, including timelines, budgets, resource allocation, and risk management.

Execution: Lead project teams through the execution phase, ensuring adherence to project plans and timely delivery of project milestones.

Resource Management: Allocate and manage resources effectively, including personnel, equipment, and materials.

Stakeholder Communication: Maintain clear and consistent communication with stakeholders, including project sponsors, team members, and clients.

Risk Management: Identify potential project risks and develop mitigation strategies to address them.

Quality Assurance: Ensure that all project deliverables meet quality standards and client expectations.

Budget Management: Monitor and control project budgets, including tracking expenses and managing costs to avoid overruns.

Documentation: Maintain comprehensive project documentation, including project plans, status reports, and meeting minutes.

Team Leadership: Provide leadership and motivation to project teams, fostering a collaborative and productive work environment.

Problem-Solving: Address and resolve issues that arise during the project lifecycle in a timely and effective manner.

QUALIFICATIONS:

Education: Minimum 2 years experience in Project Management, Business Administration, or a related field. PMP (Project Management Professional) certification is a plus.

Experience: Minimum 2 years of experience in project management, with a proven track record of successful project delivery.

Skills:

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in project management software (e.g., Microsoft Project, excel etc.)
- Ability to work effectively under pressure and meet deadlines.
- Strong problem-solving and decision-making skills.
- Knowledge: Understanding of project management methodologies and best practices.
- -Ability to conduct varying levels of teaching and learning to a wide range of participants.
- Excellent communication skills in English

- Knowledge of Anishinabemowin is a strong asset
- Comfortable speaking in front of people.

ADDITIONAL INFORMATION:

- Work Environment: a hybrid of work from home, work in the 2 identified communities and various locations within the community as well as outdoor locations.
- Travel Requirements: The ability to make frequent independent trips to various locations and have access to a vehicle.

HOW TO APPLY:

If you are interested in applying for this position, please submit your resume and cover letter to Kimberly Jerome, kim.jerome@themakersproject.ca. Please include "Project Manager Application - [Your Name]" in the subject line.

Submission Deadline: Wednesday, September 12th, 2024

The Makers is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



Government
of Canada

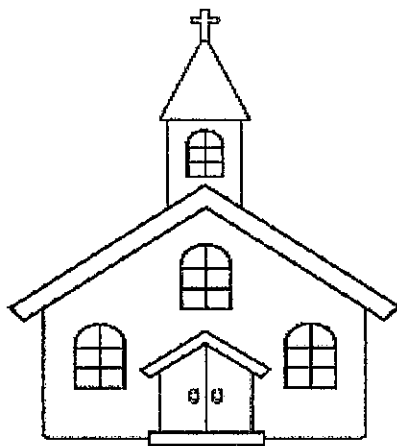
Gouvernement
du Canada

Holy Rosary

Next Mass

SEPTEMBER 1, 2024

11:00 AM



WELCOME

Mass for: Philomene Decontie from Stella

Henri Claude Cere from family & friends