



KITIGAN ZIBI ANISHINABEG

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

JEAN GUY WHITEDUCK

August 30, 2024

Kwey KZA Band members,

I wish to thank everyone who voted for me in this recent election. Your support is truly appreciated. I committed to do my best to represent the interest of all our Peoples regardless of residence.

We have many issues of importance to address which will challenge the new elected Council. I wish everyone elected the best in their Council mandate.

I will inform you of the portfolio of each Council member in the next two weeks.

I can be reached by telephone at 819-360-5957 or via email at JGWhiteduck@hotmail.com Again, thank you for your vote of confidence.

Jean Guy Whiteduck, Chief, KZA

Le 30 aout 2024

Kwey membres de la communauté KZA,

Je veux remercier tous et chacun d'entre vous pour votre appui lors de la récente élection. Votre appui est sincèrement apprécié. Je me suis engagé à représenter notre Peuple qu'importe le lieu de résidence.

Le nouveau Conseil aura à affronter plusieurs défis d'importance. Je souhaite à tous les nouveaux élus du succès au cours de leur mandat.

Je vais publier d'ici deux semaines le portfolio de chacun des conseillers

Vous pouvez me rejoindre par téléphone au 819-360-5957 ou par courriel JGWhiteduck@hotmail.com Encore, merci de votre vote de confiance.

Jean Guy Whiteduck, Chef KZA



Kitigan Zibi Anishinabeg

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

JOB OPPORTUNITY

POSITION: Mail Courier
LOCATION: Kitigan Zibi Anishinabeg Administration Office
WORK SCHEDULE: 35 hours per work week, Monday to Friday
(May be required to work overtime on occasion)
TERM: October 28, 2024 – April 25, 2025- (26 weeks, rotational)
SALARY: \$21.03 per Hour
DEADLINE: **September 18, 2024 @ 4:00 p.m.**

SUMMARY:

Under the supervision of the Community Services Director, the Kitigan Zibi Anishinabeg (KZA) Mail Courier is responsible for providing professional messenger services required by all KZA sectors and the KZA Band Council. They are also responsible for the delivery of all KZA inter-office mail and packages for all KZA sectors, including Canada Post daily pick-up/delivery and the delivery of KZA weekly flyers.

PREAMBLE:

If you are interested in applying for this position and are able to demonstrate that you meet the essential qualifications, please present your cover letter, updated resume with three references, proof of education/training and a copy of your driver's license to the attention of **Janet Brascoupe, Employment/Training Officer**, located at 1 Paganakomin Mikan, Maniwaki, Quebec, J9E 3C9, by **Wednesday, September 18, 2024 at 4:00 p.m.**

Contact Information:

Telephone: 819-449-5170
Email: janet.brascoupe@kza.qc.ca

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

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

MAIL COURIER (SEASONAL)

JOB DESCRIPTION

| GENERAL INFORMATION | |
|---|--|
| Job Title | Mail Courier (Seasonal) |
| Category | Technical |
| Sector | Administration (Multi-Sector: KZA, KZHSS, KZES, KZPD) |
| Terms | |
| Hours | Full-Time Seasonal (October, 2024 – May, 2025) Regular (35 Hours) Monday-Friday 8 am - 4pm and varied hours (KZA Home Flyer Delivery) |
| Salary | \$21.03 per hour |
| Immediate supervisor | Community Services Director |
| Date of job description | April, 2023 |
| JOB SUMMARY | |
| <ul style="list-style-type: none"> • Under supervision of the Community Services Director, the KZA Mail Courier is responsible for providing professional messenger services required by all KZA sectors and the KZA Band Council; • Delivery of all KZA inter-office mail and packages for all Kitigan Zibi Anishinabeg sectors; including Canada Posts daily pick-up and delivery; • Delivers KZA weekly flyers to all KZA homes; • Ensures KZA vehicle used for courier services is well maintained. | |

| RESPONSIBILITIES | KEY DUTIES |
|--|--|
| Provides mail courier services to KZA offices and to KZA Band Council | <ul style="list-style-type: none"> • Picks up and delivers mail to each KZA sector office daily; • Provide courier messenger services to all service sectors; • Obtains KZA Band Council authorizations for all transactions requiring signing authority in a timely manner; • Delivers mail to community members, other agencies, such as: the Wanaki Centre, the AANTC Tribal Council, community businesses, etc.; • Hand delivers special mail and deliveries to KZA members from KZA sectors; • Schedules daily routes effectively and efficiently to save on gasoline expenditures. |
| Flyer delivery | <ul style="list-style-type: none"> • Picks up flyers from offices and delivers to print shop for processing; • Delivers weekly and special flyers to each household on all community roads. |
| Vehicle Maintenance | <ul style="list-style-type: none"> • Ensures KZA vehicle used for courier services is well maintained; • Reports any problems or accidents with KZA vehicle to supervisor for insurance purposes. |

| ACCOUNTABILITY | |
|-----------------------|---|
| | <ul style="list-style-type: none"> • Accountable for ensuring the efficiency for courier services within all KZA sectors including the KZA Administration, Education, Policing, Health and Social Services sectors; • Accountable for ensuring the portable management of documents entrusted for delivery in accordance with privacy and confidentiality regulations and legislation; • Accountable to respect deadlines and meet service requirements; |

| WORKING RELATIONSHIPS | |
|------------------------------------|---|
| Interpersonal relationships | <ul style="list-style-type: none"> • Maintains professional working relationships with colleagues, clients and community members when delivering mail; |
| Team work | <ul style="list-style-type: none"> • Supports team work in all KZA sectors |
| External communications | <ul style="list-style-type: none"> • Daily communication with the general public, clients and community members; • Daily communication with Canada Post and external clients. |
| Negotiations | <ul style="list-style-type: none"> • Not applicable |
| Training | <ul style="list-style-type: none"> • Attends professional development and training as required. |

| ENVIRONMENTAL FACTORS | |
|-----------------------------------|--|
| Deadlines | <ul style="list-style-type: none"> • Ensures delivery of flyers according to set schedule; • Ensures efficient delivery of all mail and packages in a timely manner; • Circulates and acquires finance authorization forms for each Sector Director and the KZA Band Council in a timely manner. |
| Mental and physical effort | <ul style="list-style-type: none"> • Multi-tasking and prioritization of mail services according to various deadlines throughout the day; • Ensures constant movement of mail service within KZA offices; • Must be able to carry up to seventy (70) pounds or more. |
| Working conditions | <ul style="list-style-type: none"> • Regular schedule unless special flyer delivery service is required; • Required to stand in and out of a vehicle on local roads and on Highway 105 daily; • Required to be conscientious and practice safety standards at all times; • Required to drive on isolated roads; • Required to drive in inclement weather. Drives carefully and cautiously at all times. |
| Cultural competency | <ul style="list-style-type: none"> • Awareness and knowledge of Kitigan Zibi Anishinabeg culture and community; • Awareness of local KZA roads, buildings and residential homes. |

| ESSENTIAL QUALIFICATIONS REQUIRED | |
|--|--|
| Education and experience | <ul style="list-style-type: none"> • Secondary 3; • Demonstrated good driving record and driving experience; • Prior work experience in dealing with the general public. |
| Skills and knowledge | <ul style="list-style-type: none"> • Ability to read and write in English at a competent level; • Ability to communicate orally in English is required for this position; • Ability to read maps and take route directions; • Communication in Algonquin would be an asset. |
| Conditions of employment | <ul style="list-style-type: none"> • Police reference check; • Valid Driver's Licence is required and ability to maintain throughout employment; Incumbents must be the age of 21 with three years driving experience in order to be an insured driver with the KZA; • Continued use of safety light on KZA vehicle and own cell phone is required; |

Signature of Incumbent

Signature of Director

Date



KITIGAN ZIBI ANISHINABEG

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

September 4, 2024

JOB OPPORTUNITY – 3rd Posting **OPEN TO THE GENERAL PUBLIC**

| | |
|-----------------------|---|
| Position: | Chief Executive Officer |
| Location: | Community Services |
| Work Schedule: | 35 hours a week, Monday to Friday |
| Term: | Indeterminate, 6-month probationary period |
| Salary: | \$140,000.00 |
| Deadline: | September 20, 2024 |

Summary

Under the supervision of Chief and Council, the Chief Executive Officer is responsible for leading the planning, organization, implementation and evaluation of the overall management of all the day-to-day operations of Kitigan Zibi Anishinabeg.

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

- a) Cover letter and resume;
- b) Copies of education, degree(s), training and any designation or certification attained;
- c) Any other documentation and information that will support that you meet the qualifications and competencies required (**please review job description**);
- d) Three references;
- e) Copy of driver's license.

To Myra Dumont, Human Resources Advisor
Kitigan Zibi Anishinabeg Health and Social Services
8 Kikinamge Mikan, Maniwaki, Quebec, J9E 3B4
Email: myra.dumont@kza.qc.ca or HR.advisor@kza.qc.ca
Fax: [819-449-7411](tel:819-449-7411)

DEADLINE TO APPLY: SEPTEMBER 20, 2024 at 11:00 a.m. (EST)

Candidates will be screened based on check list of all requirements, information contained in their resume, support documentation and references. Validation will be made of the applicant's education, training and licenses.

Preferences 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 all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate.



**Kitigan Zibi Anishinabeg –
CHIEF EXECUTIVE OFFICER JOB OPPORTUNITY
JOB DESCRIPTION**

| GENERAL INFORMATION | |
|--|-------------------------------|
| Job Title | Chief Executive Officer (CEO) |
| Category | Professional |
| Sector | Administration |
| Location | Community Services |
| Terms | Indeterminate Full-Time |
| Hours | 35 hours per week |
| Immediate supervisor | Chief and Council |
| Salary Level | \$140,000.00 |
| Date of job description | April 2024 |
| JOB SUMMARY | |
| <p>The Chief Executive Officer (CEO) reports directly to Chief and Council and is the person responsible for leading the planning, organization, implementation and evaluation of the overall management of all the day to day operations of the First Nation.</p> | |

| KEY DUTIES |
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| <p>The Chief Executive Officer will:</p> <ul style="list-style-type: none">• Attend Chief and Council’s meeting, Finance and Audit Committee, and other relevant committees and provide reports, if applicable.• Prepare and recommend to Chief and Council, descriptions of the powers, duties and functions of all employees of the First Nation.• Oversee, supervise, and direct the activities of all officers and employees of the First Nation.• Oversee and administer the contracts of the First Nation.• Develop and recommend policies and procedures for Council approval.• Ensure all people working for the First Nation comply with the First Nation’s policies and procedures.• Establish the appropriate and necessary relationships with the government officials (Federal, Provincial, Municipal, etc.) to help facilitate mutually beneficial relationships.• Create a planning and budgeting calendar which include the preparation of annual forecasts, capital and operating budgets and a five-year financial plan with input from relevant department heads, including any long-term debt financing proposals and ensure obligations are respected.• Conduct monthly and quarterly financial monitoring to compare actual income and expenditures. |

- Identify, assess, monitor and report on risks, including financial reporting risks and fraud risks.
- Maintain a current First Nation’s capital assets register and life cycle management plan.
- Contribute to the procurement process, including assisting in the selection, evaluation, and monitoring of contractors and suppliers.
- Ensure requests for payments are accompanied by supporting documentation and are in accordance with budget, financial signing authorities, or other specific limitations.
- Ensure all people working for the First Nation follow code of conduct and conflict of interest requirements.
- Provide day to day assistance and advice for staff and managers and ensure training as required.
- Evaluate the performance of all officers and employees who report to the CEO.
- Carry out any other duties as required in the First Nation Financial Administration Law, and tasks as assigned by the Chief and Council.

| ACCOUNTABILITY |
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| <p>The Chief Executive reports directly to Chief and Council and is the person responsible for leading and planning, organization, implementation and evaluation of all the overall management of all day to day operations of the First Nation.</p> |

| WORKING RELATIONSHIPS | |
|---|---|
| Interpersonal Relationships | <ul style="list-style-type: none"> • Maintains proper supervisory relationships with KZA Service Directors. • Maintains positive working relationships with Band Council, community members and employees. |
| Leadership | <ul style="list-style-type: none"> • Holds the leadership role in the management of KZA finances and operations. • Maintains a high level of confidentiality and discretion. |
| Teamwork | <ul style="list-style-type: none"> • Demonstrates the ability to support and create team work within all sectors of KZA. |
| External and Internal communications | <ul style="list-style-type: none"> • Communicates with other First Nations, local, regional, provincial and federal agencies. • Communicates regularly with the employees, the general public and KZA community members. • Effective verbal and written communication in English and French. |
| Negotiations | <ul style="list-style-type: none"> • Will be required to negotiate project-based, annual and multi-year agreements. |

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| Training | <ul style="list-style-type: none"> • Keeps abreast of all Federal and Provincial Regulations pertaining to accountability and transparency. • Keep current of all other legislation and policies that are required for employer compliance. • Attends professional development training. • Promotes capacity building and management development. • Keeps current on management issues and legal obligations. |
|-----------------|--|

| ENVIRONMENTAL FACTORS | |
|-----------------------------------|---|
| Deadlines | <ul style="list-style-type: none"> • Proven ability to coordinate work activities and organize own work to meet concurrent deadlines and accomplish multiple tasks. • Ensures administrative and multiple reporting deadlines is completed at all levels, including the annual audit. |
| Mental and physical effort | <ul style="list-style-type: none"> • The incumbent must spend long hours in intense concentration. • The incumbent must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail and high levels of accuracy. • Fluctuating stress levels may be in the medium to medium-high range. • Physical effort is limited to inspecting both indoor and outdoor programs and services. |
| Working Conditions | <ul style="list-style-type: none"> • Fluctuating work hours/days. • Fast paced work environment with frequent interruptions; • Required to be on call. |
| Cultural competency | <ul style="list-style-type: none"> • Awareness and knowledge of KZA culture and community. |

| QUALIFICATIONS REQUIRED | |
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| Education and Experience | <ul style="list-style-type: none"> • Bachelor's degree in administration or pertinent field. • Master's degree in relevant field would be an asset. • Five (5) years experience in an administration/management position. • Minimum of five (5) years of working in a financial administration/management role, preferably in a First Nation's environment. • Proven experience and expertise in management, performance reporting and financial forecasting. • Knowledge of financial law regulations and risk management best practices. |

| | |
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| | <ul style="list-style-type: none"> • Experience working with a Chief and Council and Finance and Audit Committee or equivalent. |
| Skills and knowledge | <ul style="list-style-type: none"> • Financial management and generally accepted accounting principles (GAAP) • Budgeting. • Understanding of relevant legislation, policies and procedures. • Year end audit process. • Strong leadership skills with the ability to manage, mentor, motivate others. • High degree of ethics, confidentiality, and integrity. • High degree of ethics, confidentiality, and integrity. • Financial Management • Strategic management and planning skills and the ability to apply financial knowledge to create strategies. • Decision making and negotiation. • Computer skills, including proficiency in spread sheets and word-processing. • Effective written communication skills, including the ability to prepare reports, policies, and motions. |
| Conditions of employment | <ul style="list-style-type: none"> • Medical Certificate of good health is required if considered for the position. • Enhanced reliability check will be required in order to be considered for the position. • Must not possess any related criminal convictions and ability to maintain throughout employment. • Valid Driver's license. • Legally able to work in Canada. |



KITIGAN ZIBI ANISHINABEG

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

September 5th, 2024

JOB OPPORTUNITY – 2nd Posting

Communication and Engagement Coordinator

LOCATION: Kitigan Zibi Anishinabeg Territory
WORK SCHEDULE: 35 hours per work week, Monday to Friday
(May be required to work overtime)
TERM: Contract ending March 31st 2026
SALARY: Level 5 – Range to be determined based on experience

The Natural Resource and Wildlife Office (NRWO) is currently accepting applications for a communications and engagement coordinator. The selected candidate will work under the supervision of the NRWO Manager and the Conservation Coordinator.

The Communication and Engagement Coordinator is responsible for the development and implementation of a strategic communication and engagement work plan, with focus on biodiversity and conservation planning process. Core work areas include:

- Advocacy communications
- Media outreach
- Content generation
- Oversight of social media campaign to generate support
- Oversight of KZA community and regional engagement process.

Mandatory requirements:

- College diploma is required; University degree is an asset.
- Experience in Indigenous-led campaigns or creative work.
- Experience developing and implementing communications plans that shape public policy.
- Demonstrated experience in communications, marketing, or related discipline.
- Proven record of securing media coverage.
- Ability to manage social media campaigns that advance strategic goals.
- Organized, self-motivated and self-reliant, strong interpersonal and communication skills.
- Knowledge and awareness of KZA culture, practices, traditions and community.
- English oral, reading and writing skills.
- French oral, reading and writing skills required.
- Experience working with Indigenous communities, including experience in Indigenous and participatory approaches to communication.
- Strong measuring, analysing, and reporting on digital, virtual, or in-person engagement.
- Organized and detail oriented.
- Standard office computer literacy, Word, excel, instant messaging and use of the Internet and ability to keep current on software usage.

- Valid Quebec Driver's License with no restrictions; Must be 21 years of age with three years of experience to be an insured driver with a band vehicle; (must maintain driver's licence throughout employment);
- Legally able to work in Canada.
- No Criminal conviction related to the field of work.

All KZA employees are obligated to sign a work Code of Ethics.

Selection:

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

- a) covering letter and current resume
- b) copies of diplomas/training
- c) copies of any designation or certification required
- d) a valid driver's licence.
- e) contact information for 3 references
- f) any other documentation

to **Janet Brascoupe**, Employment/Training Officer, at the Community Services Office, 1 Paganakomin Mikan, Maniwaki, Quebec, by **Friday, Sept 20th 2024 at 12:00 p.m.**

Contact information:

Email: janet.brascoupe@kza.qc.ca
Phone: 819-449-5170
Fax: 819-449-5673

If you have any questions please call Erik Higgins at (819) 449-5170 ext. 1800 or email at Erik.Higgins@kza.qc.ca



KITIGAN ZIBI ADMINISTRATION
Communication and Engagement Coordinator
JOB DESCRIPTION

| GENERAL INFORMATION | |
|---|---|
| Job Title | Communication and Engagement Coordinator |
| Category | Administrative |
| Sector | Community Services |
| Location | Natural Resources and Wildlife Office |
| Terms | Contract ending March 31st 2026 |
| Hours | 35 hours per week Occasional overtime may be required (May be required to work evenings, weekends) |
| Salary | Level 5 Range to be determined based on experience |
| Immediate supervisor | NRWO Manager (or to Conservation Coordinator) |
| Date of job description | May 2024 |
| JOB SUMMARY | |
| <p>Under supervision of the NRWO Manager, the Communication and Engagement Coordinator is responsible for the development and implementation of a strategic communication and engagement work plan, with focus on biodiversity and conservation planning process. Core work areas include:</p> <ul style="list-style-type: none"> • Advocacy communications • Media outreach • Content generation • Oversight of social media campaign to generate support • Oversight of KZA community and regional engagement process. | |

| RESPONSIBILITIES | KEY DUTIES |
|---------------------------|---|
| Engagement Process | <ul style="list-style-type: none"> • Oversight and implementation of communications strategy; • KZA Community engagement and outreach; • Collaborate with regional partners on public campaign; • Implementation of the regional engagement strategy; • Ensure protocol and intent of the community and regional engagement packages are adhered to; • Plan, organize and carry-out meetings, activities and on-line/virtual sessions; • Support the drafting of information and input into overarching biodiversity plan; • Support presentation of the draft conservation proposal. |

| | |
|---------------------------------|---|
| Media Outreach | <ul style="list-style-type: none"> • Design and execute media outreach strategy • Manage media platforms related to the project • Co-ordinate and draft rollouts of reports, polls, announcements; |
| Social Outreach Campaign | <ul style="list-style-type: none"> • Content generation; blog posts, newsletter and social media content; • Filter/screen social media content for use in the project; • Upload blog posts, releases, videos; • Maintain website and up-dates; • Coordinate and work with contracted agents on an as needed basis, such as photographers, filmmakers, graphic designers, printing companies etc.; • Create impactful virtual content, tailored for diverse digital platforms in line with mission. |
| Administrative Duties | <ul style="list-style-type: none"> • Respond to requests for information from the public via phone, email, and social media; • Collect, analyze, and report on social media, website, and newsletter metrics; • Maintain regular, timely, and professional communications with the project team; • Provide administrative support such as scheduling meetings, maintaining folder and file systems, taking minutes, developing and tracking work plans, etc.; • Build a database of partners, stakeholders and media relations; • To foster, develop, promote, and maintain relationships and partnerships with stakeholders; • Complete and submit invoices and receipts as required; • Maintain an active record of communications budgets. |

| ACCOUNTABILITY | |
|---|--|
| <ul style="list-style-type: none"> • Accountable to ensure the voices and concerns are heard and incorporated; • Accountable to follow Engagement Process; • Accountable to employer and funding agencies; • Accountable to remain current knowledge and expertise in the field; • Accountable to uphold KZA policies, Safety regulations, Privacy Laws and Code of Conduct. | |

| WORKING RELATIONSHIPS | |
|------------------------------------|---|
| Interpersonal relationships | <ul style="list-style-type: none"> • Establishes and maintains positive working relationships with coworkers, clients, community members and partners; • Exercise sound judgement; • Flexible; • Self-motivated and self reliant; |

| | |
|-------------------|---|
| | <ul style="list-style-type: none"> • Effective communicator both verbally and in writing; • Service and goal oriented; • Strong interpersonal skills and ease in building respectful, collaborative relationships. |
| Leadership | <ul style="list-style-type: none"> • Strong stewardship ethics; • Ensures safety protocols are met; Takes initiative for project development; • Ability to co-ordinate and oversee contractors and or employees; • Ability to maintain confidentiality is required for this position. |
| Team work | <ul style="list-style-type: none"> • Comfortable working independently as well as part of a creative team; • Participates in meetings as required. |
| Training | <ul style="list-style-type: none"> • Willing and ready to learn; • Attends professional development workshops. |

| ENVIRONMENTAL FACTORS | |
|-----------------------------------|--|
| Deadlines | <ul style="list-style-type: none"> • Meets work objectives within established time frames; • Strong project management skills, including managing timelines, prioritizing workload, overseeing content launches, developing communications plans, etc.; • Ensure project deliverable are met in required timeline; • Manages and ensures projects and priorities are responded to on time. |
| Mental and physical effort | <ul style="list-style-type: none"> • Manages medium level stress and multi-tasks daily. |
| Working conditions | <ul style="list-style-type: none"> • Mostly office work with meetings outside of office space; • Travel and time on the land is anticipated. |
| Cultural competency | <ul style="list-style-type: none"> • Knowledge and awareness of KZA culture, practices, traditions and community; • Willing and ready to learn; • Knowledge of territory. |

| QUALIFICATIONS REQUIRED | |
|---------------------------------|---|
| Experience and Education | <ul style="list-style-type: none"> • College diploma is required; University degree is an asset. • Experience in Indigenous-led campaigns or creative work. • Experience developing and implementing communications plans that shape public policy. • Demonstrated experience in communications, marketing, or related discipline. • Proven record of securing media coverage. • Ability to manage social media campaigns that advance strategic goals. |

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|---|--|
| <p>Core Competencies Skills and Knowledge</p> | <ul style="list-style-type: none"> • Excellent writing and editing skills and excellent oral communication skills. • Experience working with Indigenous communities, including experience in Indigenous and participatory approaches to communication. • English oral, reading and writing skills. • French oral, reading and writing skills required. • Strong measuring, analysing, and reporting on digital, virtual, or in-person engagement. • Organized and detail oriented. • Standard office computer literacy, Word, excel, instant messaging and use of the Internet and ability to keep current on software usage. |
| <p>Conditions of employment require the candidate to maintain these licences/certification throughout employment</p> | <ul style="list-style-type: none"> • No Criminal conviction related to the field of work; • Valid Quebec Driver’s License with no restrictions; Must be 21 years of age with three years of experience to be an insured driver with a band vehicle; (must maintain driver’s licence throughout employment); • Must follow and enforce all safety precautions and protocols; • Legally able to work in Canada. |



KITIGAN ZIBI ANISHINABEG

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**FINAL NOTICE (EXTENSION)
WATER AND SEWER INSURANCE**

Payments are now being accepted for 2024-2025 Water and Sewer Insurance, **due on or before September 19, 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 rate (65 YEARS AND+)</u> |
|-----------------------|------------------------------------|
| Water \$119.00 | Water \$106.00 |
| Sewer \$119.00 | Sewer \$106.00 |
| 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 | 1pm to 3:30pm |
| Tuesday through Thursday | 9am to 3:30pm |
| Friday | 9am to 12:00pm |

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 Insurance premiums.

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

Please commence the deductions on: _____

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 payment agreements is **September 19, 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 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



Commission de développement
des ressources humaines des
Premières Nations du Québec

First Nations Human
Resources Development
Commission of Quebec

FNHRDCQ

First Nations Human Resources Development Commission of Quebec



Who: *Gavin Cote-Decontie & Tara Decontie have been hired as Survey Interviewers for the FNRDCQ (The Commission).*

What: The commission aims to compile accurate and up-to-date data on the First Nations and Inuit labour market in Quebec to identify and better understand their challenges and employment opportunities.

When: Data will be collected from KZA community members from July - October 2024.

Where: Information booths will be set up within Kitigan Zibi to promote the WFP Survey.

Why: The commission is aiming to improve our community members' access to skilled, sustainable jobs. To achieve this, we have implemented initiatives to help them secure employment and develop professionally.

How: The KZA will have access to the results of the studies collected and can decide where & how best to implement the data for the benefit of the community.

If you have any questions please reach out to us!

Gavin Cote-Decontie: PMO-Kitigan-Zibi01@cdrhpnq.qc.ca

Tara Decontie: PMO-Kitgan-Zibi02@cdrhpnq.qc.ca



KZA TRAPPERS MEETING



Meeting between KZA's Trappers - Forestry and Provincial Trap Lines



Last June 25th, the Natural Resources and Wildlife Office (NRWO) of KZA held a meeting with the trappers of KZA and the Quebec Ministry of Forests to discuss planned logging areas on members' provincial trap lines. As a follow-up to that meeting, the NRWO is inviting KZA trap line holders to a second meeting with NRWO. During this meeting, the NRWO will share **updates** and **news** on that matter and follow the recommendations from the trappers to determine the **next steps** regarding **logging on trap lines**. **Trappers' voices** and views are **key!**



Wednesday, October 2nd, 2024
Time and Location TBD
Refreshments will be served



JOB OPPORTUNITY - 1st Posting

Sept 4, 2024

POSITION: Post Secondary Student Support Program Officer

LOCATION: Kitigan Zibi Education Sector Administration Office

TERM: Indeterminate position. Full time
35 hours per week. Monday to Friday

SALARY: \$45,099.60 – 66,739.40 annually (QESB Job Code #4208)
Salary to be based on the experience according to the Quebec
English School Salary Scale

PREAMBLE:

Under the supervision of the Director of Education, the Post Secondary Student Support Program Officer is responsible for servicing all KZA Post Secondary students; administering and processing all student funding applications for full-time or part-time assistance; maintenance of student records and tracking of students; and providing coordination and administrative support for the Post Secondary Student Support Program.

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, proof of education/training, and a copy of your driver's license to the attention of **Anita Stevens at the KZES Admin Office by Thursday, September 19, 2024 at 4:00 pm.**

Contact information:

Email: anita.stevens@kza.qc.ca

Phone: 819-449-1798

Fax: 819-449-5570

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.

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



KITIGAN ZIBI EDUCATION SECTOR

Post Secondary Program Officer

Job Description

GENERAL INFORMATION

Job Title : Post Secondary Student Support Program Officer

Category : Administration

Sector : Kitigan Zibi Education Sector

Location : Kitigan Zibi Education Administration Building
41 Kikinamage Mikan, Maniwaki, Quebec

Terms : Indeterminate

Hours : 35 hours per week

Salary : \$45,099.60 – 66,739.40 annually

Range to be determined on experience (QESB Job Code #4208)

Immediate Supervisor : Director of Education

Date of Job Description : September 2024

SUMMARY

Under the supervision of the Director of Education, the Post Secondary Student Support Program Officer is responsible for servicing all Kitigan Zibi Anishinabeg (KZA) Post Secondary students; administering and processing all student applications; maintenance of student records; assisting with the coordination and administrative support for the delivery of the KZES *Post Secondary Student Support Program (PSSSP)*.

KEY DUTIES

Responsible for ensuring that the Post Secondary Student Support Program Policies for College and University are fairly and equitably adhered to in the delivery of the Post Secondary Program to all eligible KZA applicants.

- Receives incoming applications for full-time and part-time assistance from students on an on-going basis, and processes applications in a timely manner.
- Ensures that all applications have been fully and accurately completed and all pertinent documentation is included.
- Provides information to Post Secondary students regarding policies, fees, and application procedures.
- Maintains knowledge on Post Secondary issues that may impact KZA Post Secondary students and periodically provides academic guidance to students.
- Sends sponsorship letters by email or fax to notify schools that students are funded for the fall, winter and/or summer semesters.
- Ensures that full-time funded students are attending school on-campus for at least 12 hours per week (or 4 courses per term) by obtaining student Schedules/timetables for student files.
- Communicates with Post Secondary institutions as required to obtain invoices, administrative forms, final transcripts, etc.
- Ensures that all requisitions for monthly allowances, books, reimbursements are processed to the Director of Education for approval in a timely manner.
- Controls and keeps a record of payments of tuition fees and monthly living allowances.

- Updates the *Post Secondary Student Support Program: College and University Policies* on an annual basis in accordance with the *Indigenous Services Canada (ISC)* national guidelines.
- Occasionally circulate flyers or important information to Post Secondary Students regarding opportunities, dates and deadlines related to the PSSSP.
- Answers student requests for remaining full-time funding availability.
- Regularly follows-up with students following each term to obtain final grades/transcripts.
- Provides recommendations to the Director of Education for any Post Secondary Program Policy amendments.
- Ensures that all documents are filed.
- Maintains a spreadsheet or tracking system of all current students along with a checklist of all incoming grades and schedules each semester.
- Enters Post Secondary data into the CANO database system on a daily basis and ensures that all information entered is valid and updated when necessary.
- Attends meetings related to Post Secondary Institutions issues.
- Schedules Post Secondary Institutions visits to liaise and support Post Secondary Students.

ACCOUNTABILITY

- The Post Secondary Student Support Program Officer is accountable to all relevant KZA/KZES policies: KZA Code of Ethics, KZA Oath of Confidentiality. KZES Policies and Procedures Manual, KZA Human Resources Manual and Privacy Laws.

CONTACTS

- Maintains positive relationships with students, clients, co-workers and community members.

MANAGERIAL/SUPERVISORY

| | |
|-----------------------------|---|
| Human Resources: | <ul style="list-style-type: none"> ▪ Addresses work place issues that occur in a timely manner. ▪ Participates in staff meetings and trainings. ▪ Maintains confidentiality and respects all laws regarding the upholding of privacy in the workplace. |
| Financial Resources: | ▪ N/A |
| Material Resources: | ▪ N/A |

ENVIRONMENTAL FACTORS

| | |
|---|--|
| Psychological and Physical Effort: | <ul style="list-style-type: none"> ▪ Manages medium level stress and multi-task daily. ▪ Mental alertness to changing and challenging situations. |
| Working Conditions: | <ul style="list-style-type: none"> ▪ Works in an office setting. ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. |

| INCUMBENT QUALIFICATIONS | |
|---|---|
| Education and Experience | <ul style="list-style-type: none"> ▪ Completion of High School diploma with 5 years office experience, OR ▪ Completion of DEP/Vocational studies with 3 years office experience, OR ▪ Completion of College or University. |
| INCUMBENT COMPETENCIES | |
| Knowledge: | <ul style="list-style-type: none"> ▪ Knowledge and awareness of the KZA culture and community. ▪ Knowledge of KZES Schools and buildings. ▪ Knowledge of University and College institutions and programs. |
| Abilities: | <ul style="list-style-type: none"> ▪ Able to work fluently in English. Algonquin and French an asset. ▪ Strong ability to multi-task, organize and prioritize work. ▪ Ability to take direction from supervisor and willingly act on that direction. ▪ Ability to handle and prioritize multiple concurrent deadlines. ▪ Willingness to receive updated training. ▪ Legally able to work in Canada. |
| Personal Suitability: | <ul style="list-style-type: none"> ▪ Excellent work attendance and interpersonal communication skills to liaise with the students and staff. ▪ Respectful. ▪ Reliable. |
| Certification/Licenses to maintain for duration of employment: | <ul style="list-style-type: none"> ▪ Enhanced Criminal verification for vulnerable persons will be required if considered for the position. ▪ Valid Driver's license and ability to maintain throughout employment. ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired. |



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

- Co-operate with other staff to ensure sharing and the effective use of resources
- Participates in weekly or bi-weekly staff meetings

ESSENTIAL TEACHING SKILLS

- 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

- 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. |

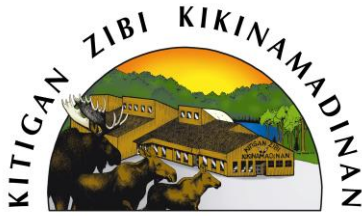
INCUMBENT QUALIFICATIONS

| | |
|---------------------------------|---|
| 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. |
|---------------------------------|---|

INCUMBENT COMPETENCIES

| | |
|-------------------|--|
| Knowledge: | <ul style="list-style-type: none"> ▪ Knowledge and awareness and the KZA culture and community; |
|-------------------|--|

| | |
|---|--|
| | <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



Let's join together to honor the upcoming Full Moon.

Tuesday September 17th, 2024

7:30 pm - 9:30 pm

Wanaki Arbour

It is encouraged to bring your hand drums and/or rattles, bundles, special items and ribbon skirt if you have one.

There will be a limited supply of hand drums

This event is open for all KZA women and young girls and other registered First Nations community members. Transportation may be arranged, please contact Mariah.Smith-Chabot@kza.qc.ca or at 819-598-8247 for more information or to arrange a pick up.

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.



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 |

ODEKAN - SEPTEMBER 2024 CALENDAR



Kakone Kizis - Month of the Harvest Moon

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|--|--|--|--|---|
| 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 LABOR DAY | 3 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3 yrs old</i> | 4 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i> | 5 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00-3:00pm <i>Babies 6months-15 months</i> | 6 Sagabigoni Program 8:30—11:30 am CLOSED | 7 |
| 8  | 9 Sagabigoni Program 8:30—11:30 am Curriculum Prep/Cleaning/Home visits | 10 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i> | 11 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i> | 12 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00-3:00pm <i>Babies 6months-15 months</i> | 13 Sagabigoni Program 8:30—11:30 am CLOSED | 14  |
| 15 | 16 Sagabigoni Program 8:30—11:30 am Curriculum Prep/Cleaning/Home visits | 17 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i> | 18 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i> | 19 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00-3:00pm <i>Babies 6months-15 months</i> | 20 Sagabigoni Program 8:30—11:30 am CLOSED | 21 |
| 22  | 23 Sagabigoni Program 8:30—11:30 am Curriculum Prep/Cleaning/Home visits | 24 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i> | 25 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i> | 26 Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00-3:00pm <i>Babies 6months-15 months</i> | 27 Sagabigoni Program 8:30—11:30 am CLOSED | 28  |
| 29 | 30 CLOSED NATIONAL DAY FOR TRUTH AND RECONCILIATION  | | * Change in schedule* -Caregiver's Afternoon Out -Tuesday and Wednesday 1-3pm for ages 15months-3yrs old -*NEW* Thursdays Caregiver's Afternoon Out 1-3pm for ages 6months-15months* | *Sagabigoni Program* -3-4yrs old -8:30-11:30am | | |

367 Paganakomin Mikan,
Maniwaki, Quebec J9E 3B1
Tel: (819) 449-2702 ext 3204
Fax: (819) 449-3361



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

BUILDING READERS®

How Families Can Help Children Become Better Readers

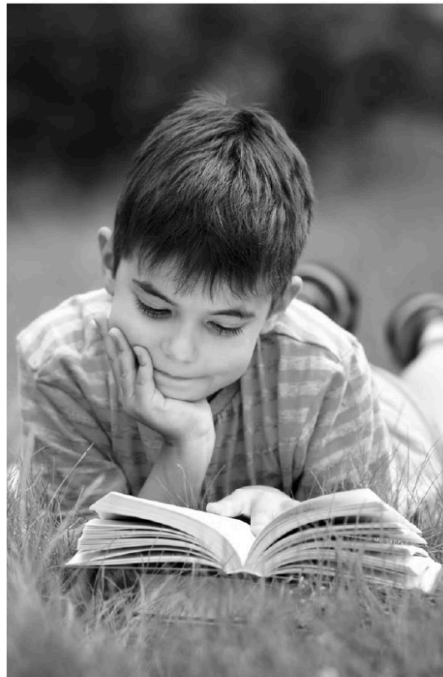
Kitigan Zibi Elementary School

Refresh your family's reading habits at the beginning of the school year

Reading with your child every day is one of the most effective ways to improve literacy skills. Reading together also fosters strong family bonds and creates opportunities to have meaningful interactions.

To add interest to your family's reading routine, include a few of these ideas:

- **Morning mystery.** Kick start the day by reading a short mystery or adventure story together over breakfast.
- **Nature narratives.** Take your storytime outdoors by reading books in a garden, park or backyard.
- **Artistic analysis.** Explore picture books together and encourage your child to interpret the illustrations and create new stories.
- **Travel tales.** Turn car rides into storytime sessions by listening to audiobooks as a family.



Turn your elementary school student into a book critic

After finishing a new book, encourage your child to dive deeper by writing a short review. In a review, your child should include the book's name, its author and responses to questions such as:

- **What did I like about this book?**
- **What do I wish were different?**
- **Would I recommend this book** to one of my friends? Why or why not?

Thinking about books can foster a greater appreciation for reading, strengthen thinking skills and nurture your child's cognitive abilities. Keep the reviews in a notebook so your child can enjoy rereading past thoughts.

Music enhances reading skills

Language skills grow when children sing along to their favorite tunes. And rhyming patterns in songs can help boost memory skills, too.

To use music to build reading skills:

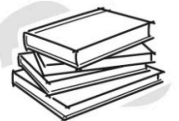
- **Read the lyrics** as you and your child listen to a song.
- **Talk about word endings** that make up rhymes.
- **Listen to music** (and sing along) in the car and while you do chores at home.



Create the perfect reading nook

Help your child create a special place at home for reading. You don't need a lot of space. Just include:

- **A box or basket** filled with a variety of appealing reading material.
- **Comfortable surroundings.** It can be a soft chair or a pile of pillows. Don't forget a bright reading lamp, too!



Share nonfiction reading strategies

Nonfiction reading assignments are easier to comprehend when your child:

- **Rewrites headings** into questions. Answering those questions can help your child review the content.
- **Pays attention** to words in bold type. This indicates that they're important.
- **Examines the images**, such as graphs and pictures.
- **Answers any questions** that appear at the end of the section.



Perseverance and a positive outlook can help your child overcome reading challenges

Reading is part of many home and school activities, so if your child struggles with reading, it can affect every part of life.

To help your child cope and keep reading:

- **Consult experts, including the teacher.** Ask about realistic expectations. Is your child reading at grade level? If not, what help is available?
- **Use reading materials at home** that minimize frustration. Choose books that are easy to read and understand. They should have very few difficult words.
- **Stay positive about learning.** Talk about how your child's strengths in other areas can help with reading. Praise your child for effort and persistence.



Talking builds language skills

Having frequent back-and-forth conversations with your child provides proven benefits. Your child builds vocabulary and conversation skills, develops thought patterns and makes connections that will boost language and reading skills, too. Make time to talk together every day!



Engage your child in literacy activities

Strong reading skills make it easier to learn every school subject. Here are three fun reading-related activities to try:

1. **Follow current events.** Is there a developing news story that interests your child? Read the latest reports together each night.
2. **Sign your child up** for a pen pal. Kids love receiving mail and learning about life in other countries. Ask your child's teacher about how to get involved.
3. **Take a virtual field trip.** Have your child research online about attractions in your area, such as museums. Then, ask your student to be your tour guide through their websites and share interesting facts.



For lower elementary readers:

- ***The Invisible String*** by Patrice Karst. Offer hope in face of loneliness, separation and loss with this simple story about the unbreakable connections of loved ones.
- ***Scribble Stones*** by Diane Alber. Ignite your child's creativity with this story about a little stone who wanted to spread kindness.



For upper elementary readers:

- ***Fish in a Tree*** by Lynda Mullaly Hunt. This is an inspiring story about a girl whose reading disorder makes her feel different.
- ***Max Goes to the Space Station*** by Jeffrey Bennett. Follow Max the Dog on his trip to the International Space Station and learn about space travel!



Q: No matter what I suggest, my second grader just doesn't like to read independently. What can I do?

A: When children are still learning to read in the early grades, they can become frustrated. Rather than pushing your child to work on reading skills, focus on making reading fun! Keep interesting reading material on

hand. Read in new places, such as under a table. Don't use reading as a punishment. Be patient and keep reading together!

Building Readers®

How Families Can Help Children Become Better Readers

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September 5, 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
(\$62,820.54 – \$78,525.68)

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, September 19, 2024, at 4:30 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.

It is the responsibility of the applicant to ensure that a complete hard copy 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 or as designated by Director
8 Kikinamage Mikan, Maniwaki Quebec
Terms : Full Time–Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 7
in accordance with the *KZA Human Resource Policy*
Immediate Supervisor : Nurse Team Leader
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

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

KEY DUTIES

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

Service Responsibilities:

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

- a. planning and delivering community health programs, 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 the Protocol Immunization Quebec and the KZHSS Immunization Policy and Procedures. Also, ensuring to

maintain a communicable disease-reporting program in collaboration with Nurse Team Leader;

- 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, and Community Health Services);
- d. delivering community health services in group or individual settings such as the community health facility, the community hall, the community schools, 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; and,
- g. meeting with or communicating via telephone with physicians, other nurses, nurse practitioners, optometrists, dentists, other health staff, 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; and,
- 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,
- d. with a prescriber's license, offer smoking cessation program to all child bearing adults. Offering Contraception to those who are eligible.

B) Prenatal Health Services

- a. providing extra support to pre-natal individuals considered "at risk" (as identified by the Prenatal Screening Form) and ensuring regular exams by their physician and/or Midwife are received;
- 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 other teams within KZHSS for support;
- d. providing a standardized prenatal class to all child bearing individuals of any age who are pregnant;
- e. provision of the Nutrition Voucher Incentive Program to those who are eligible; and,
- f. contraception, Smoking Cessation program with prescriber's license.

C) Maternal and Newborn Health Services

- a. receiving a referral from CISSSO/Ontario/ other health facilities on all birthing persons and their newborns post discharge;
- b. working in collaboration with local midwife for postnatal follow-ups;
- c. providing post-natal information and consultations to parents;
- d. providing extra support to newborns considered "at risk" and ensuring they receive regular exams by their physicians, and/or, midwives;
- e. performing overall newborn health assessments based on the maternal/newborn risk assessment;
- f. providing health education and information to individuals and groups on subjects pertaining to child safety, child care, nutrition, breast/chest feeding, parenting, family planning, appropriate regular clinics, group sessions and/or making home visits as required;
- g. delivering an immunization program to ensure all newborns and infants are immunized as required where applicable;
- h. conducting follow up assessments using the ABCDaire Screening Tool and making referrals as necessary;
- i. provision of the ABCDaire Growth & Development and Nutrition Voucher Incentive Program; and,
- j. contraception, Smoking Cessation program with prescriber's license.

D) Infant and Pre-School Health Services

- a. participating in pre-school health screening clinics using approved Developmental Screening Tools (ABCDaire);
- b. conducting necessary screening for preschoolers (e.g. vision, hearing, and any others considered necessary) and completing initial health assessments when required;
- c. delivering an immunization program to ensure all preschoolers are adequately 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 other service providers within KZHSS, and/or external service providers as needed; and,
- f. provision of the ABCDaire Growth & Development and Nutrition Voucher Incentive Program.

E) School Health Services

- a. Establishing liaison and conducting an annual teacher/staff in-service for communicable and infectious disease management and control;
- b. Conducting necessary screening for students (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; providing immunizations in school for eligible classes following the PIQ guidelines.
- 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 with consent of parent.
- f. Providing health teachings such as: nutrition, chronic conditions, sex education, etc.
- g. Contraception, Smoking Cessation program with prescriber's license.

F) Community Health Services

- a. provide health screening clinics to assist in identifying chronic diseases; provides teachings on preventing chronic health conditions;
- b. provide health education for chronic disease management to individuals or groups;
- c. assessing physical and social needs of chronically ill adults; following up, monitoring and making necessary referrals when required;
- d. coordinating and delivering routine immunization clinics as per KZHSS Community Health Services Immunization Program, PIQ Immunization Guidelines & Provincial Standards;
- e. 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;
- f. provides urgent and non-urgent essential primary health care services (e.g. minor procedures such as prescribed injections, suture removal with prescription, minor wound care);
- g. advocates for client needs and facilitates access to other health services by establishing linkages with appropriate service providers; referrals to appropriate care beyond the scope of nursing practice, assistance with obtaining health records from other service providers;
- h. treatment centre referrals in collaboration with NNADAP program;
- i. referring to foot care services when applicable;
- j. assisting with community health education displays monthly;
- k. assisting with community health promotion and prevention activities; and,
- l. monitors immunization storage, maintenance and ensures proper precautions and protocols are followed to avoid vaccine cold chain break (e.g. records fridge temperature twice daily).
- m. Assists with the bloodwork clinic

Other Responsibilities

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

- a. reporting to the Nurse Team Leader on all matters pertaining to the Community Health programs;
- b. completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data. Completing all communicable disease reports and ensuring all data is submitted to Nurse Team Leader;
- c. completing and submitting an annual community prioritized work plan according to approved format; participating in the annual review and update;
- d. maintaining complete, accurate, and timely charting using the electronic health record system (Medesync);
- 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; and,

- k. providing guidance, field experience and supervision of student from nursing faculties when required.

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 Anishinabe children, families and community;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabe children, families and communities;
- e. understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabe culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records; and,
- h. 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; and,
- c. for maintaining relevant nursing knowledge, skills and leadership competence through continuing education

To the professional governing bodies (Ordres des infirmieres et infirmiers du Quebec).

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of current effective Nursing techniques (e.g. administering vaccines), case management, medication management, infection prevention & control, and adherence to all components of the nursing framework for practice within KZHSS.
- Knowledge of provincial communicable disease prevention and management protocols (e.g. P.I.Q - *Protocole d'immunisation du Quebec*) and database reporting systems; (e.g. SI-PMI - *systeme d'information en protection des maladies infectueuses*).
- Effective interpersonal communications skills, ability to build rapport with others.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Knowledge of relevant Occupational Health and Safety standards and Accreditation Canada standards.
- 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.
- 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

- Maintains positive relationships with clients in providing community health nursing program and service delivery through family-centered practice.
- 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).
- Networks with external/internal partners to provide evidence-based services and activities for community mobilization; collaborates with the Public Health Protection, First Nations and Inuit Health Branch (FNIHB), Public Health Agency of Canada (PHAC), le Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO) and other regional health care agencies in delivery of usual and emergency programs (e.g. pandemic response planning, mass immunizations, Communicable Disease Control and Management).
- Advocates for clients and coordinates referral to appropriate provincial secondary and tertiary levels of care such healthcare providers /institutions and therapeutic services (e.g. psychologist), and internal/external health, social, and education programs.
- 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: | <ul style="list-style-type: none"> ▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students) |
| Financial Resources: | <ul style="list-style-type: none"> ▪ Not applicable in this position. |
| Material Resources: | <ul style="list-style-type: none"> ▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized. ▪ 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 ergonomic 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. ▪ Variable workplace setting includes clinic, client homes, and within 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. |

| INCUMBENT QUALIFICATIONS | |
|---------------------------------|---|
| Education and Experience | <ul style="list-style-type: none"> ▪ Bachelor's Degree in Nursing from a recognized public post-secondary University <p style="margin-left: 20px;"><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. ▪ 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 understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs. ▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families 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; and, 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. ▪ Ability to work outside of work hours if required. |
| 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 prescriber's license. |
| Assets: | <ul style="list-style-type: none"> ▪ Ability to communicate in French ▪ Ability to communicate in Algonquin. |

NICHOLAS STEVENS CENTRE

PLANNED START DATE: MONDAY SEPTEMBER 16TH, 2024

PROGRAM SCHEDULE: MONDAY TO THURSDAY

WELCOME TO THE NSC PROGRAM!

We are excited to announce the upcoming launch of our NSC program for the year ahead. NSC is a day centre for adults aged 18 and over with special needs, designed to provide a stable, engaging, and supportive environment tailored to the unique requirements of each of our participants.

CENTRE GOALS AND SERVICES:

Our centre is focused on creating an inclusive and safe space where members of our community with special needs can thrive. Our goals include:

Encouraging Independence: Offering activities that develop daily living skills.

Promoting Social Inclusion: Creating opportunities for our participants to interact and socialize in a safe setting.

Providing Stimulating Activities: Engaging participants in activities that challenge their abilities and foster personal growth.

YEAR-ROUND PROGRAM:

We are pleased to inform you that the NSC program will now run all year round. However, we will observe our community's holidays and breaks.

FLEXIBLE ATTENDANCE:

Participants may take days off as they want. We ask that you inform us in advance whenever possible.

EXAMPLES OF ACTIVITIES AND OUTINGS:

✓ Life Skills Workshops:
Cooking, grocery shopping, and budgeting exercises.

✓ Creative Workshops:
Art, music, and crafts sessions.

✓ Social Outings:
Visits to local parks, museums, and community events.

✓ Physical Activities:
Sports, yoga, and guided nature walks.

If you or someone you know would benefit from our program, please complete the registration process as soon as possible. We look forward to welcoming you to the NSC program!

For more information, feel free to contact us directly.



EMAIL

francesca.Brazeau@kza.qc.ca



CONTACT US

819-449-5106 (NSC)
819-449-2323 ext.2807



ADDRESS

11 Kagagi Nakwemo

NICHOLAS STEVENS CENTRE

(NSC IS A DAY CENTRE FOR ADULTS AGED 18 AND OVER WITH SPECIAL NEEDS)

DATE

Registration form

FOR ALL PARTICIPANTS, BOTH NEW AND RETURNING.

Participant's information

FIRST NAME

LAST NAME

DATE OF BIRTH
(DD/MM/YY)

MOBILE PHONE OR HOME PHONE

ADDRESS

GENDER (CIRCLE ONE)

MALE

FEMALE

NON-BINARY

PREFER NOT
TO SAY

Special Needs Description

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PARTICIPANT'S SPECIAL NEEDS.

(INCLUDE ANY DIAGNOSES, SENSORY PREFERENCES, COMMUNICATION PREFERENCES, BEHAVIORAL CONSIDERATIONS, ETC.)

Support and Learning Needs

PLEASE LIST AREAS WHERE THE PARTICIPANT MAY NEED HELP WITH LEARNING OR OTHER SUPPORT.

(THIS COULD INCLUDE ACADEMIC SKILLS, SOCIAL SKILLS, DAILY LIVING SKILLS, ETC.)

Parent/Guardian's information

PARENT/GUARDIAN'S NAME

EMAIL ADDRESS

MOBILE OR HOME PHONE

ADDRESS (IF DEFFERENT FROM PARTICIPANT'S)

RELATION TO PARTICIPANT

BEST WAY TO COMMUNICATE WITH THE PARENT/GUARDIAN

EMAIL

LETTER FORM

HOME PHONE

MOBILE PHONE

NAME (OF PERSON WHO FILLED OUT THE FORM)

SIGNATURE

****MAY BE BROUGHT TO KZHSS OR ODE WIDOKAZOWIN****



**TANAKIWIN CHIBÀKWE-PAKESÀYA, CHÌBÀKWEDA
COMMUNITY KITCHEN, LET'S COOK**

ÒDE WÌDÒKÀZOWIN

INVITES YOU TO JOIN US IN COOKING TOGETHER!

LEARN NEW RECIPES AND SHARE YOUR FAVOURITES!

WHERE: NICHOLAS STEVENS CENTRE

WHEN: EVERY MONDAY

STARTING SEPTEMBER 9, 2024

TIME: 5PM TO 7PM



COME DANCE YOUR STYLE

B A D M I N T O N

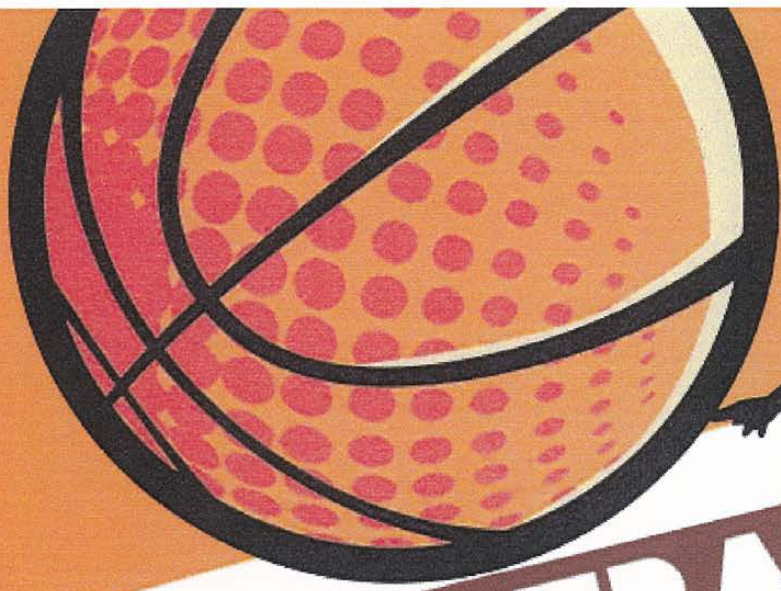
PICKLEBALL



MONDAYS AT K2 SCHOOL GYM
COME DANCE YOUR STYLE: 6PM-8PM
BADMINTON: 6PM-8PM
PICKLEBALL 6PM-8PM

BACK SEPTEMBER 9th

We are BACK! Come try out those moves you have been working on for the up coming Pow-wows. While waiting for your song, come play some Badminton or Pickleball. For More Information please Call Kane Dumont 819-449-5593.



BASKETBALL

6PM-8PM

**WEDNESDAYS
AT KZ SCHOOL GYM**



**"IT'S NOT ABOUT THE GAME, IT'S
ABOUT THE PASSION FOR IT!"**

For more information Call

**Kane Dumont or Colten
Jerome at 819-449-5593**



K.Z.H.S.S AND M.N.F.C PRESENTS

FREE ICE HOCKEY

**Every THURSDAY
FROM 3PM-4PM**

**CALL 819-449-5456 TO
REGISTER. LIMITED
SPOTS AVAILABLE.**

**FOR ANY QUESTIONS OR
CONCERNS PLEASE CALL KANE
DUMONT OR COLTEN JEROME AT
819-449-5456, OR SAM DUMONT
AT 819-892-0892**

Volleyball

T h u r s d a y s



KZ SCHOOL GYM

**For more information please call
Kane Dumont or Colten Jerome
819-449-5593**



**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 |