



KITIGAN ZIBI ANISHINABEG

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

September 10, 2024

Kwey Kitigan Zibi Anishinabeg membership,

Enclosed is the delegation of Council portfolios for the newly elected Council as of September 9, 2024.

Migwech,

A handwritten signature in blue ink, appearing to read "Jean Guy Whiteduck".

Chief Jean Guy Whiteduck
819-449-5170 ext.1001
Jean-Guy.Whiteduck@kza.qc.ca



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KZA Band Council Portfolio Holders

Chief Jean Guy Whiteduck

Council spokesperson, Education, Land Claim issues and infrastructure.

Councillor Anita Tenasco

Community Services, Housing/Repairs and Finance

Councillor Victoria Lynn Tenasco

Algonquin Language, Post-Secondary Education, Communication and sharing the Health and Social Services portfolio with Councillor Celine Whiteduck.

Councillor Celine Whiteduck

Health and Social Services, Elders/Youth issues, and Recreation

Councillor Andrew Decontie

Economic Development, Employment, Urban Reserve land search/acquisition (work on feasibility plan for KZA shopping mall)

Councillor Frank Meness

Policing and Legal Issues, Hydro Quebec negotiations, Human Resources issues, Trust Accounts and off reserve land issues.

Councillor Gordon McGregor

Forestry and Natural Resources (Moose File)



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Contact information for KZA Chief and Council

Chief Jean Guy Whiteduck
819-449-5170 ext. 1001
jean-guy.whiteduck@kza.qc.ca

Councillor Andrew Decontie
andrew@decontieconstruction.ca

Councillor Gordon McGregor
g.mcgregor@explornet.ca

Councillor Frank Meness
fmeness@gmail.com

Councillor Anita Tenasco
anitajeantenasco@gmail.com

Councillor Victoria Lynn Tenasco
v_tenasco@hotmail.com

Councillor Celine Whiteduck
cwhiteduck1717@gmail.com



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.

<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.



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JOB OPPORTUNITY

The Kitigan Zibi Anishinabeg Administration Office invites applications from registered Kitigan Zibi Anishinabeg Band Members for the following position:

Water & Sewer Operator (temporary replacement)

<u>Deadline to Apply:</u>	Thursday, September 19, 2024 @ 4:00 p.m.
<u>Duration:</u>	Contract (20 weeks) - 35 hrs. per week (May be extended)
<u>Salary:</u>	Level 6 - (Range to be determined according to experience.)
<u>Reportable to:</u>	Public Works Supervisor
<u>Summary:</u>	Under the direct supervision of the Public Works Supervisor, the Water & Sewer Operator performs maintenance tasks required to care for and maintain all water and sewer systems within the Kitigan Zibi Anishinabeg.

Mandatory Qualifications:

- Minimum Grade 10 or equivalency
- Experience working with water/sewer lines
- Valid First Aid/CPR (A period of 3 months will be given to the selected candidate to obtain a valid certificate on their own time.)
- Hold a Valid Driver's License
- Valid medical certificate indicating in good health (if considered for the position)
- Must not possess any criminal convictions in an area related to the job

Skill Requirements:

- Good work ethics/proven past low work absenteeism
- Willing to carry out labour/physical intensive work
- Willing to plan work independently
- Willing to act quickly in emergencies.
- Good oral and written communication skills.
- Ability to work in various weather conditions
- Willing to work weekends, holidays, be on call and respond to calls during non-work hours.
- Knowledge oral/comprehension of French and Algonquin is an asset

*** Please see attached job description for a detailed list of responsibilities and tasks.***

Interested registered Kitigan Zibi Anishinabeg applicants who possess the mandatory qualifications and requirements are invited to submit a **detailed resume, a police verification attestation, and names of three references that would attest to the applicants good work ethic and past low absenteeism.** This information is to be forwarded to the Kitigan Zibi Anishinabeg (Band) Office, **to the attention of Janet Brascoupe no later than 4:00 p.m. on Thursday, September 19, 2024.** Applications received after this time or who do not meet the basic qualifications will not be considered.



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JOB DESCRIPTION

General information

Job title: Water & Sewer Operator
Sector: Community Services
Location: Kitigan Zibi Anishinabeg Public Works Building
Terms: Full-Time
Date of job description: July, 2006

The Incumbent

Name of incumbent:
Date of employment:
Title of supervisor: Public Works Supervisor
Name of supervisor:

General Description of the Job

- Under the supervision of the Public Works Supervisor, the Water & Sewer Operator performs maintenance tasks required to care for and maintain all water and sewer systems within the Kitigan Zibi Anishinabeg boundaries; oversees all seasonal projects with contractors, subcontractors and suppliers.

Description of the Job

Responsibilities	Tasks
Responsible to maintain water/sewer lines meters and pumps	<ul style="list-style-type: none"> • Install, cleans and repairs water lines and meters. Including special tapping equipment to install valves. • Inspect water system for proper operations and maintain records of the amount of water pumped. • Operate, maintain and verify meters, gauges, pumps, and control panels to verify correct operation of equipment and records information. • Operate and maintain pumps, control panels, chlorinators and chemical feed pumps. • Assist in reading of water and electrical meters and the maintenance of water meters • Locate and repair water/sewer lines when necessary. • If necessary, responsible for blocking off work area and re-route traffic. • Log any and all completed daily maintenance carried out. • Conduct required preventative maintenance work • Oversee inspection of water/sewer improvements installed by developers. • Perform work in accordance with all federal and provincial laws, and appropriate safety standards.
Troubleshoot any problems to water and/or sewer lines	<ul style="list-style-type: none"> • Analyze and troubleshoot problems to water and sewer lines. • Create a plan of action on how to repair problems. • Obtain quotes on parts needed to repair system. • Obtain purchase orders to purchase parts.
Respond to community member enquires about the water and sewer system	<ul style="list-style-type: none"> • Respond to emergency calls, requests and complaints • Complete required reports for the Community Services Director/Public Works Supervisor
Ensure fire hydrants are in good working order	<ul style="list-style-type: none"> • Install and repair fire hydrants. This includes shutting down and cleaning hydrant subsections, replacing gaskets and seals. • Carry out any preventative maintenance.
Attend meeting and/or training as required	<ul style="list-style-type: none"> • Attend meetings, seminars and training as directed by the Community Services Director/Public Works Supervisor. • Attend safety meeting and follow safety precautions according to federal and provincial standards.

Description of the Job	
Responsibilities	Tasks
Responsible to carry out general maintenance of water and sewer lines	<ul style="list-style-type: none"> • Carry out maintenance and general repairs to water and sewer lines in construction or public works.
Responsible to act as supervisor for water and sewer term contract employees	<ul style="list-style-type: none"> • Provide general and close supervision to employees. • Maintain time card of all employees. • Ensure employees stay on task and carry out duties wearing proper safety equipment. • Report any problems with employees to Community Services Director/Public Works Supervisor.
Responsible for all other duties related to the smooth functioning of the water and sewer lines and special projects within the Kitigan Zibi Anishinabeg.	<ul style="list-style-type: none"> • Ordering supplies from suppliers. • Managing projects (special/seasonal).
Other related duties as needed.	

Accountability

- Accountable to ensure that all water and sewer lines within the community are in good working condition.

Qualifications

Certification and/ or level of formal education:

- High School Diploma
- Water/Sewer Training/Certificate
- Any technical training will be considered an asset
- Medical Certificate of good health
- Must not possess any criminal convictions in an area related to the job
- Valid CPR/First Aid certificate
- Valid Quebec driver's license and access to a vehicle

Experience required:

Minimum of years experience working on water and sewer lines and coordinating projects.

Skills requirements:

- Ability to read and interpret documents
- Ability to prepare routine reports and correspondence
- Be in good physical condition
- Bilingualism an asset
- Must own necessary tools

Signature of Incumbent

Signature of Director

Date

**Job Advertisement
Communications Officer
Full-Time, Indefinite Term**

Ashbury College is a leading not-for-profit independent day and boarding school for students in Grades 4 to 12 located in Canada's capital and on the traditional, unceded territory of the Anishinàbe Algonquin Nation. We serve a diverse community with students from over 60 nationalities from the National Capital Region, the diplomatic community, and international boarding and day students.

Our mission is to inspire students in a dynamic learning environment as intellectually curious, compassionate, and responsible global citizens. Our strategic direction is centered on the highest standards in teaching and learning, whole student development, access and inclusion in our pluralistic community, community engagement, and resource stewardship for long-term sustainability.

Located in central Ottawa, Ashbury College is seeking a full-time Communications Officer to create and deliver innovative print and digital content that enhances the College's communications, promotional efforts, and stakeholder engagement.

Your specific responsibilities will include:

- Design, produce, and distribute internal and external content
- Edit, layout, and design a wide range of digital and print materials
- Produce and deliver digital advertising campaigns
- Produce video components to support advertising and fundraising goals
- Develop and maintain graphic and content aspects of the College's website
- Photograph, video, and digitally capture school activities and events
- Maintain the College's library and digital asset management system
- Create and monitor digital advertising campaigns
- Produce social media content and key digital touchpoints
- Monitor digital analytics and metrics, present performance recommendations and campaign reporting (e.g., Facebook, Instagram, LinkedIn, Google, and website)
- Strategize and lead the building of optimized landing pages to convert traffic from targeted PPC advertising and retargeting campaigns (e.g., Facebook and Google ads, SEO, etc.)
- Maintain compliance with Ashbury College's brand standards
- Develop templates for regularly used graphic elements such as PowerPoint presentations and electronic letterhead
- Produce creative content for digital advertising campaigns and monitor impact and allocated budgets

You'll report to the Associate Director, Communications, as part of the three-member Communications team and regularly collaborate with our Advancement and Admissions departments. As the successful candidate, you have a history of workplace engagement, highly collaborative creativity, and thriving in a busy learning and professional growth-oriented community.

Your education, experience, and qualifications include:

- College diploma, other post-secondary certification, or accredited apprenticeship programs in graphic design, marketing, communications, or other related discipline and a minimum of one year of job-related experience
- Experience in e-communications and marketing
- Experience with WordPress or other website management applications; basic HTML5 is an asset
- Proficiency in a variety of software programs, including Adobe Creative Cloud, social media tools, Mailchimp, and Microsoft Office Suite
- Knowledge and experience with Google and Facebook advertising and analytics products, as well as general digital advertising techniques and standards
- Demonstrated understanding of e-communications, including website maintenance and development, digital advertising, online publications and communications
- Exceptional photography and image manipulation skills
- Understanding of video and audio recording, editing, as well as production and post-production techniques and standards
- Exceptional written and verbal communication abilities and excellent detail-oriented editing skills
- Ability to interact with all school departments, including faculty and students, to gather content for publications and communications
- Fluency in languages in addition to English would be an asset

If you have exceptional creative design and media skills, a passion for crafting compelling marketing content, and a shared commitment to our core values of Academic Excellence, Community Engagement, Personal Growth, Character Development, International Engagement, and Community, Ashbury College hopes to hear from you.

Ashbury College provides competitive compensation and a group health and pension benefits package. If you are not familiar with our facilities, internationalism, community engagement, or school values and culture, please visit our website at ashbury.ca.

If you are interested in this position, please forward your resume and cover letter to hr@ashbury.ca, and quote "Communications Officer" in the subject line. The deadline for applications is Friday, September 20, 2024.

At Ashbury College, we fulfill our mission through a community of employees, volunteers, and students who cultivate and celebrate diversity and inclusion. We strongly

encourage applications from all qualified individuals who are members of groups with historical and/or current barriers to equity. This broadens our culture and strengthens our sense of community.

If we contact you about an employment opportunity and you require accommodation, we'll work with you to meet your needs.

Should you have any questions about this position, please email hr@ashbury.ca.



Commission de développement
des ressources humaines des
Premières Nations du Québec

First Nations Human
Resources Development
Commission of Quebec

FNRDCQ

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: Within the community (also open to KZA Members living in Quebec).

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

Incentive for Completing our Survey!

\$25 Prepaid Visa/Master Card

Kwey Community Members (ages 15+),

Gavin Cote-Decontie & Tara Decontie have been hired as Survey Interviewers for the FNHRDCQ (The Commission). 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.

SCAN QR CODE FOR QUICK ACCESS



**SURVEY CAN ALSO BE COMPLETED BY THE FOLLOWING WEB
ADRESS: PMO-WFP.CA/PMO**

**For those who would like to be contacted via telephone please leave your
contact info with Janet Brascoupe at the Band Office 819 449-5170.**

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

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



Commission de développement
des ressources humaines des
Premières Nations du Québec

First Nations Human
Resources Development
Commission of Quebec



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.



Kitigan Zibi Anishinabeg Cultural Education Centre

54 Makwa Mikan
Maniwaki, Quebec J9E 3B1
Phone 819-441-1655 Fax 819-441-2665

***** Leather Glove Workshop *****

10 spots available. 1 set only.

It will be starting Wednesday September 18, 2024. It will run for 6 weeks starting Sept 18 and then twice a week on Monday Sept. 23 and 25, October 2, 7, 9, 16, 17, 21, 23, 28 & 30.

If you plan to come to one class and work on your gloves from home, that is okay but please notify us so your spot can be used by someone who needs to attend the classes.

Start Date: Wednesday September 18, 2024 and continue September 23, 25, October 2, 7, 9, 16, 17, 21, 23, 28 & 30.

Place: Cultural Centre

Time: 6:00 PM to 9:00 PM

Duration: 6 weeks

Call in to register your name with Sylvia at 819-441-1655.



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. ikiwenzì _____
14. wàwàshkeshì _____
15. ozid _____
16. kìwsens _____
17. anagabeshàgan _____
18. mitig _____
19. kàjagens _____
20. anibìsh _____

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 |





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.

The 2024-2025

BUILDING READERS®

Book List

Recommended Books for Elementary School Children

Once Upon a Book by Grace Lin and Kate Messner (Little, Brown Books for Young Readers). Alice is swept up into the pages of a story in an enthralling tale about the power of books. Readers' imaginations will soar with this lively illustrated picture book. (*fiction, lower elementary*)

Mexikid: A Graphic Memoir by Pedro Martín (Dial Books). In this award-winning memoir, Pedro sets out on a family road trip to Mexico to pick up his grandpa. Follow the adventure as Pedro discovers the value of belonging to two cultures. (*graphic novel, upper elementary*)

Cicada Symphony by Sue Fliess (Albert Whitman & Company). Learn about the fascinating life cycle of the cicada in this informative, award-winning book. (*nonfiction, lower elementary*)

Elf Dog and Owl Head by M. T. Anderson (Candlewick). This is the heartwarming story of a young boy named Clay and his magical dog. Clay yearns for a bit of adventure in the midst of a pandemic and discovers a supernatural world. (*fiction, upper elementary*)

Elena Rides by Juana Medina (Candlewick). In this story of determination and courage, Elena the elephant never gives up and masters the art of riding a bicycle. Young readers will enjoy the inspiring story and repetition of words and sounds. (*fiction, lower elementary*)

A Whale of a Time: Funny Poems for Each Day of the Year selected by Lou Peacock (Nosy Crow). A fantastic collection of kid-friendly poems—enough to read a poem a day all year long. Kids will love the dynamic artwork. (*poetry, upper elementary*)

What a Map Can Do by Gabrielle Balkan (Rise x Penguin Workshop). Get a fun introduction to maps with this revealing picture book that explores all different types of maps and their uses.

The silly raccoon narrator keeps children engaged. (*non-fiction, lower elementary*)

Good Different by Meg Eden Kuyatt (Scholastic Press). Selah struggles to follow her self-made rules for being “normal”—and learns it is OK to be different and advocate for her needs. This book offers insight into what it feels like to be on the autism spectrum. (*fiction, upper elementary*)

Little Rosetta and the Talking Guitar by Charnelle Pinkney Barlow (Doubleday Books). This picture-book biography tells the story of Sister Rosetta

Tharpe, the woman who invented rock and roll. (*biography, lower elementary*)

The Worlds We Leave Behind by A.F. Harrold (Bloomsbury Children's Books). In this creepy tale, Hex feels he is unfairly blamed for accidentally injuring a young girl. Then, a mysterious old woman offers him a deal to alter the world. (*fiction, upper elementary*)



The 2024–2025

BUILDING READERS® Book List

Animals in Pants by Suzy Levinson (Harry N. Abrams). Looking for a laugh-out-loud picture book? Readers of all ages are sure to get a chuckle out of this award-winning illustrated collection of poems that feature animals wearing various styles of pants in silly ways. (*poetry, lower elementary*)

Santiago!: Santiago Ramón y Cajal!—Artist, Scientist, Troublemaker by Jay Hosler (Margaret Ferguson Books). Santiago wants to pursue art, but his father insists he go to medical school. Learn how Santiago combines artistic skills with research skills to win the Nobel Prize for medicine! (*biography, upper elementary*)

The Perfect Place by Matt de la Peña (G.P. Putnam’s Sons Books for Young Readers). Home life for Lucas isn’t perfect. But this moving picture book shows how even in a simple home and with a family that might not have a lot of money, there’s still plenty of love and beauty to be found. (*fiction, lower elementary*)

Buzzing by Samuel Sattin (Little, Brown Ink). Isaac struggles with OCD, friendships and family relationships in this heartwarming graphic novel about mental health challenges and the healing power of friends and creativity. (*graphic novel, upper elementary*)

Search for a Giant Squid: Pick Your Path by Amy Seto Forrester (Chronicle Books). This interactive pick-your-path adventure for emerging readers shows how exciting science can be! Get ready for adventure as you search the ocean’s twilight zone for a giant squid. (*nonfiction, lower elementary*)

Lasagna Means I Love You by Kate O’Shaughnessy (Knopf Books for Young Readers). When Moe finds herself in foster care, she researches old family recipes and uncovers the necessary ingredients that make a family. (*fiction, upper elementary*)

Blue: A History of the Color as Deep as the Sea and as Wide as the Sky by Nana Ekua

Brew-Hammond (Knopf Books for Young Readers). Discover the rich history of the color blue in this intriguing picture book with stunning illustrations. (*nonfiction, lower elementary*)

The Swifts: A Dictionary of Scoundrels by Beth Lincoln (Dutton Books for Young Readers). In this mystery set in a British country house, Shenanigan Swift has to figure out who committed a murder during a family reunion. (*fiction, upper elementary*)

The Dream Train: Poems for Bedtime by Sean Taylor (Candlewick). Get ready to

snuggle up with this illustrated collection of thirty bedtime poems. It is the perfect evening read-aloud to help youngsters drift off to sleep. (*poetry, lower elementary*)

The Mona Lisa Vanishes: A Legendary Painter, a Shocking Heist, and the Birth of a Global Celebrity by Nicholas Day (Random House Studio). This gripping narrative recounts the 1911 theft of the Mona Lisa. Learn about the events of the heist, the innovative investigation and the tale of the painting’s recovery. (*nonfiction, upper elementary*)





JOB OPPORTUNITY 2nd Posting

Sept 12, 2024

POSITION: NNADAP Substance Abuse Counsellor
LOCATION: Kitigan Zibi Health and Social Services
WORK SCHEDULE: 35 hours a week. Varied schedule
TERM: Indeterminate.
SALARY: Level 5, as per Kitigan Zibi Anishinabeg salary scale
(\$50,522.35-\$63,163.64) Range based on work experience

SUMMARY:

The NNADAP Substance Abuse Counsellor supports individuals, families and the community through all stages of addictions by providing individualized comprehensive tools, resources, education and counselling, as well as promoting healthy lifestyle choices through various organized activities.

Forward your Application to:

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present the following: cover letter, updated resume, proof of education/training, copy of your driver's license, and 3 references to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre, 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B4** or email at Dawn.cayer@kza.qc.ca The deadline is **September 26, 2024, at 4:00 pm (EST)**.

Information Contact:

Call Celine Brazeau Ottawa at 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

NNADAP Substance Abuse Counsellor Job Description

GENERAL INFORMATION

Job Title : National Native Alcohol & Drug Abuse Program (NNADAP)
Substance Abuse Counsellor

Category : Professional

Sector : Kitigan Zibi Health & Social Services

Location : Kitigan Zibi Health Center
8 Kikinamage Mikan, Maniwaki, Quebec

Terms : Full Time–Indeterminate

Hours : 35 hours per week (Varied schedule)

Salary : KZA Salary Scale Level 5
in accordance with the *KZA Human Resource Policy*

Immediate Supervisor : KZHSS Director

Date of Job Description : March 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

The NNADAP Substance Abuse Counsellor supports individuals, families and the community through all stages of addictions by providing individualized comprehensive tools, resources, education and counselling, as well as promoting healthy lifestyle choices through various organized activities.

KEY DUTIES

- Counsels, mentors, and supports families, groups, and/or target individuals (e.g. persons struggling with addictions, pregnant women, at-risk individuals, individuals in crisis) dealing with various stages of addictions (pre-treatment, during treatment, aftercare)
- Develops individualized treatment/recovery plans and provides educational tools and resources (e.g. self-management skills)
- Coordinates referral process (as received by individuals, families or other agencies) to appropriate regional facilities: treatment centres, detox/withdrawal management service institutions, processes admission forms and oversees logistical details (e.g. transportation and escort arrangements); maintains contact and follow-up with health care professionals regarding client's well-being.
- Arranges transportation and provides information for community members wanting to access local resources/support groups (e.g. AA, NA, Al-Anon groups)
- Coordinates and develops culturally-appropriate content for program promotion documentation, community prevention activities around addiction-free lifestyles and healthy living (e.g. monthly newsletters, CKWE broadcasts, National Awareness

Week, school presentations), hosts alcohol-free events, recreation and social activities, secures guest speakers and other resources.

- Intervenes in a crisis/emergency situation at the request of KZPD.
- Liaises with regional, provincial and federal counterparts to share leading practices and keeps abreast of leading practices and/or work scenario experiences

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of crisis intervention strategies, effective counselling methods, sound therapeutic techniques with persons and families dealing with addictions;
- Knowledge of effects of alcohol and drugs and various underlying causes (e.g. trauma, abuse) of addictions;
- Effective interpersonal client-centered communication and interpersonal skills to work with diverse client groups of varying education levels;
- Effective case management and confidential record keeping practices
- Ability to plan, organize and facilitate group information sessions and community events.
- Knowledge of safety-oriented skills when dealing with intoxicated or aggressive clients; ability to effectively analyze situations quickly and apply sound judgment, and to work as a team.
- Knowledge of KZA/KZHSS policies, including KZHSS Policies and Procedures Manual, KZA Human Resources Manual, and KZA Code of Ethics, KZHSS Professional Code of Ethics, Privacy Laws (PIPEDA).and applicable Accreditation standards.
- Knowledge of community resources, treatment centers, social service networks and organizations and prevention and support services offered locally and provincially.

CONTACTS

- Briefs Director of NNADAP program delivery.
- Maintains positive relationships with clients, co-workers and community members.
- Liaise and networks with local service providers, treatment and detox centers, health care agencies/facilities as well as other First Nations.
- Collaboration with the KZPD when crisis situations arise.

MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable for this position.
Financial Resources:	Not applicable for this position.
Material Resources:	Not applicable for this position.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Manages medium to high level stress and multi-tasks daily; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations.
Working Conditions:	<ul style="list-style-type: none"> ▪ Works within an office setting; ▪ Required to make home visits; ▪ May be required to transport a client; ▪ 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"> ▪ Proof of completion of College Level training in Addictions Studies or related studies with experience in human sciences.
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness and the KZA culture and community.
Abilities:	<ul style="list-style-type: none"> ▪ Ability to communicate orally and in writing in English. ▪ Computer literacy skills.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Honest, non-judgmental, and non-intrusive ▪ Discretion and diplomacy ▪ Strong interpersonal skills and objectivity. ▪ Reliability ▪ Ability to develop a trusting relationship with clients and staff through open, honest communication and genuine caring for the client situation ▪ Mental caliber to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations; ▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment; ▪ Ability to establish and maintain effective working relations with multiple stakeholders. <p style="margin-top: 10px;"><i>*Due to the specific nature of this job position, an incumbent should have and maintain an exemplary standing in the community in regards to having a clean and healthy lifestyle (i.e. not abusing drugs or alcohol).</i></p>
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle. ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols.
Assets:	<ul style="list-style-type: none"> ▪ Ability to communicate in French and Algonquin.



+ Campaign organized by KZHSS
and Jean Coutu


SHINGLES VACCINE



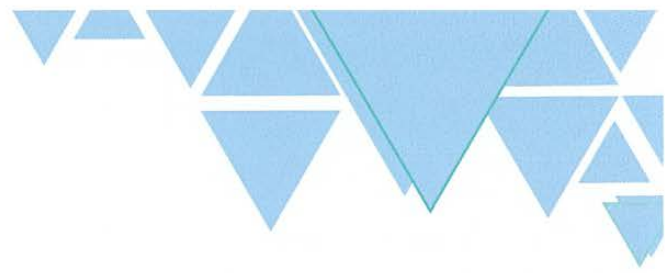
When? September 19 &
October 3, 2024

Where? KZ Health Centre

Who? 60 years and older



If you would like to be
vaccinated, please call
KZHSS at
819-449-5593 to schedule
an appointment.



SAMPLING CENTRE

ADJUSTMENT OF HOURS

LOCATION:	8 Kikinamage Mikan (Health and Social Services)
DATE:	Tuesdays, Wednesdays and Thursdays
TIME:	8:00 am to 10:45 am

A nurse will be available for blood, urine and stool tests. This service is available every week for all members of the community who are **14 years** and older.

Your test requisition form, completed by a doctor or health professional, **must** be brought with you.

If you have any questions concerning this service, please contact Kitigan Zibi Health and Social Services at 819-449-5593.

KZHSS Nursing Team



**SUPPORTING
YOU EVERY STEP
OF THE WAY**

Online Support Group

FOR PARENTS OF SPECIAL NEEDS CHILDREN

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

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

WHY ATTEND?

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

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

HOW TO REGISTER

Call: 819-449-2323 ext. 2807

Email: Francesca.Brazeau@kza.qc.ca

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





DIABETIC Bingo

**September 26, 2024
1 p.m. Community Hall
Downstairs.**



PowWow Trip to:



The First Ever A7G POW WOW

**"Honouring Indigenous Children
Past, Present & Future"**

Saturday, September 21st 2024

12pm-6pm

Vincent Massey Park

Ottawa, Ontario

8 spots available

for any Youth living in KZ

between the ages of 18 - 24

Meet at KZHSS for 10am

Bring your regalias!

this is a weather permitting activity

Contact Shawnesia Ottawa to register
shawnesia.ottawa@kza.qc.ca

Holy Rosary

Next Mass

SEPTEMBER 15,

2024

11:00 AM



WELCOME

MASS FOR: Irene Odjick 10th anniversary from Susie & Peggy

Leona Commanda from Peggy & Susie

Henri Claude Cere from family & friends

GARAGE SALE

Saturday, September 14, 2024

47 Kagagi Nakwemo (Powerhouse Road, Chemin Corbeau)

Off Highway 105, past the centre for the handicapped, turn left before the end of the pavement, then another sharp left. Look for fencing that is the color yellow.

Stella and Jocko's Place.

TIME: 09:00 am to 4:00 pm

HOUSEHOLD ITEMS, BOOKS, TOOLS, CLOTHING, COATS, AND OTHER INTERESTING THINGS.