



KITIGAN ZIBI ANISHINABEG

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

NOTICE

**Income Security Cheques for OCTOBER 2024
to be release on**

FRIDAY SEPTEMBER 27, 2024

Recipients will continue to receive direct bank deposits.

BAND OFFICE

8:30 A.M. to 12:00 P.M.

Income Security cheques will be release on

SEPTEMBER 27, 2024 from 8:00 am to 12.00

Please note that the Band Office will be closed
Monday September 30 for National Day for
Truth and Reconciliation.

**We would like to advise the community that the
KZA Administration Office will be
CLOSED ON MONDAY, SEPTEMBER 30, 2024
in honor of the
National Day for Truth and Reconciliation.**



**NATIONAL DAY FOR TRUTH
AND RECONCILIATION**

**We will resume normal working hours on
October 1, 2024, from 8:00 am to 4:30 pm.**

KZA Administration



KITIGAN ZIBI ANISHINABEG

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

September 25, 2024

JOB OPPORTUNITY 1st Posting

Position:	Finance Director
Location:	Kitigan Zibi Anishinabeg Administration Office
Work Schedule:	35 hours a week, Monday to Friday
Term:	Indeterminate, 6-month probationary period
Salary:	Level 14 (Range is based on experience)
Deadline:	OCTOBER 10, 2024

The Finance Director will assume a management role to oversee finance transactions and bookkeeping. The incumbent will collaborate in the role of planning, directing and controlling financial functions for the community. The incumbent must review and update internal policies and financial control mechanisms to ensure compliance to the Canadian Public Sector Accounting Standards.

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

- a) Current cover letter and updated resume.
- b) MANDATORY copies of education/degree(s) and any designation or certification attained that supports you meet the criterion.
- c) Three references.

METHODS FOR SUBMISSION:

Contact Information:

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 SUBMIT APPLICATION: OCTOBER 10, 2024, at 4:00 p.m.

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. References will be contacted.

The selection process is intended to recruit the most suitable and competent employee(s) who can best serve the interests of KZA as well as provide quality services to its members.



Kitigan Zibi Administration
Finance Director
JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Finance Director
Category	Professional
Sector	Administration
Location	Community Services
Terms	Indeterminate Full-Time
Hours	35 hours
Immediate supervisor	KZA Band Council
Date of job description	September 2024

JOB SUMMARY	
<p>The Finance Director will assume management role to oversee finance transactions and bookkeeping. The incumbent will collaborate in the role of planning, directing and controlling financial functions of the Community. The incumbent must review and update internal policies and financial control mechanisms to ensure compliance to the Canadian Public Sector Accounting Standards.</p>	

KEY DUTIES
<p>The Finance Director will:</p> <ul style="list-style-type: none">• Manage accounting and financial systems and maintain full and accurate accounting records• Conduct financial analysis and prepare detailed financial reports and statements• Responsible for all functions within the finance sector, accounts payable, accounts receivables and payroll• Provide financial and accounting advice, direction and leadership• Ensure compliance with financial legislation, policies and procedures and adhere to the terms of all Funding and Contribution Agreements• Develop and implement purchasing practices and monitor the purchasing system• Prepare audit tender documents and administer contracts• Respond to auditors' comments concerning finances and operations and oversee required action to address deficiencies• Implement and monitor payment authority practices• Establish and maintain cash controls• Ensures all remittances balance and respective payments are issued on time• Monitor department spending and recommend corrective actions as necessary• Manage investments and reserves• Reconcile general ledger accounts• Evaluate the performance of, and provide training and development opportunities for, Finance and Administrative staff• Manage the maintenance and upgrade of financial and payroll information systems

- Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to section employees

ACCOUNTABILITY	
<p>The Finance Director reports to the Chief and Council, and is responsible for assuming all managerial functions related to fiscal management. The incumbent is expected to conduct all tasks related the financial analysis and preparation of financial reports; developing and implementing an effective system of accounting; managing the payroll system and maintaining accurate and current records.</p>	

WORKING RELATIONSHIPS	
Interpersonal Relationships	<ul style="list-style-type: none"> • Maintains proper working relationships with colleagues, clients directors, and KZA Chief and Council, Funders.
Leadership	<ul style="list-style-type: none"> • Takes a leadership role in managing a financial sector and all related financial matters • High level of confidentiality and discretion is required
Team work	<ul style="list-style-type: none"> • Supports and creates teamwork in Finance and KZA sectors.
External communications	<ul style="list-style-type: none"> • Communicates daily with the clients, contractors and directors; • Communicates with the external auditor and funding agencies; • Able to communicate in English and French
Negotiations	<ul style="list-style-type: none"> • Not applicable
Training	<ul style="list-style-type: none"> • Training in financial software updates • May train finance sector staff • Keeps abreast of all Federal and Provincial Regulations.

ENVIRONMENTAL FACTORS	
Deadlines	<ul style="list-style-type: none"> • Meets financial reporting deadlines monthly, quarterly and yearly, and as requested by KZA Directors/Chief and Council.
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.
Working Conditions	<ul style="list-style-type: none"> • Indoor Work • Hours and/or days may fluctuate to accommodate specialized reporting and analysis requirements.
Cultural competency	<ul style="list-style-type: none"> • Awareness and knowledge of KZA culture and community.

QUALIFICATIONS REQUIRED	
Education and Experience	<ul style="list-style-type: none"> • Certified General Accountant (CGA or CPA) or Chartered Accountant (CA), CAFM or a Bachelor’s Degree in Business

	<p>Administration, Commerce, Accounting, from a recognized Post Secondary Institution</p> <ul style="list-style-type: none"> • 5 years of demonstrated experience in financial management, accounting, finance, auditing or a related field; • Experience in carrying out audits and working with auditors; • Experience in supervising employees is a strong asset.
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 French; • Computer literacy in financial software is required; • Standard office computer literacy, instant messaging and use of the Internet.
Conditions of employment	<ul style="list-style-type: none"> • Medical Certificate of good health is required; • Enhanced reliability check will be required in order to be considered for the position; • Must not possess any criminal convictions. • Legally able to work in Canada



Kitigan Zibi Anishinabeg

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

Sept. 25, 2024

JOB OPPORTUNITY- 2nd POSTING

POSITION: Lands Membership and Estates Assistant-(Mentorship)
(Mentorship program to ascend to become fully qualified)

LOCATION: Kitigan Zibi Anishinabeg Administration Office

TERM: Contract – 26 weeks (On-the-job Mentorship program)

SALARY: Level 4. Range to be determined according to experience
(\$49,095.25 – 61,419.08)

DEADLINE: **Thursday, October 3, 2024@ 4:00 p.m.**

PREAMBLE:

Under the supervision of the Lands, Membership and Estates Administrator, the Assistant is responsible for providing administrative support in the management of KZA lands, membership and estates programming. This is a mentorship program.

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present your: **covering letter, updated resume with three references, proof of relevant education/training and a copy of your driver's license** to **Janet Brascoupe, Employment/Training Officer**, at the Kitigan Zibi Anishinabeg Administration Office, 1 Paganakomin Mikan, Maniwaki, Quebec **by Thursday, October 3, 2024 at 4:00 p.m. (EST).**

Contact information:

Email: janet.brascoupe@kza.qc.ca
Phone: 819-449-5170 x 1400

Interviews will not be held. Candidates will be screened based on a checklist of all requirements, information contained in their resume, support documentation and the references. Validation will be made of the applicant's education/training/licenses.

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 all documents are submitted on time and confirm if applications are received. **Your contact information must be current and accurate. Incomplete applications will not be considered.**



Kitigan Zibi Anishinabeg

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

KITIGAN ZIBI ADMINISTRATION LANDS, MEMBERSHIP AND ESTATES ASSISTANT JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Lands, Membership and Estates Assistant
Category	Administrative
Salary	Level 4. Range to be determined according to experience
Sector	Kitigan Zibi Anishinabeg Community Services
Location	Kitigan Zibi Anishinabeg Administration Office
Terms	Indeterminate – (35 hours per week)
Hours	35 Hours
Immediate supervisor	KZA Lands, Membership and Estates Administrator
Date of job description	May, 2023
SUMMARY	
	<ul style="list-style-type: none"> • Under the supervision of the Lands, Membership and Estates Administrator, the Assistant is responsible for providing administrative support in the management of KZA lands, membership and estates programming; • Assists in the proper execution of land transfers, memberships and estates registration transactions; • Liaises with governments/agencies on KZA lands, membership and estates matters; • Monitors changes that can potentially affect community members personal and territorial integrity rights and informs Chief/Council;

RESPONSIBILITIES	KEY DUTIES
Administrative support for the general management and operational functioning of the KZA Lands, Membership and Estates Office	<ul style="list-style-type: none"> • Responds to KZA members' enquiries on issues of lands, membership and estates; • Ensures strict confidentiality and security of all office records; • Assists in maintaining related AANDC and internal databases • Confirms KZA membership status and land ownership for internal use; • Performs clerical duties in the administration of services including the purchasing of supplies; • Assists in the completion of required reports on civil status, land ownership and maintains statistics for various reporting requirements; • Acquires a Commissioner of Oaths, prepares Statutory Declarations;

<p>Assists in KZA Membership and Governance administrative functions</p>	<ul style="list-style-type: none"> • Prepares, files and maintains KZA Membership Registrar for all KZA members' births and deaths certificates, name changes, marriage and divorce certificates; • Maintains filing system with any pertinent historical data; • Assists with processing entitlement applications; • Assists with the management of KZA band membership property/assets records, wills and estates; • Assists in providing required data for elections • Issues Indian status cards and responds to general enquiries; • Prepares band member's funeral expense claims for authorization.
<p>Assists in the execution of KZA land transfers and dispute matters that arise</p>	<ul style="list-style-type: none"> • Provides general information to the public with respect to all KZA land transaction matters; • Assists in Preparing sketches based on existing Regional Survey Plans of Quebec (RSQ) or Canada Lands Surveys Registry (CLSR) plans; • Assist surveyors with plotting future construction sites; • Confirms survey boundaries, field facts and documentary evidence of pins • Maintains an updated copy and has digital access to the Indian Land Registry and filing system for RSQ and CLSR plans; • Prepares documents for the issuing of Certificate of Possession (CP) lots; • Defines boundaries for land lots and assists in disputes; • Prepares land transfers and land allotments in conformity with <u>Indian Act</u> requirements and assists in overseeing their execution; • Assists in issuing KZA civic addresses; • Maintains secure digital access to the control data system in dealing with land transactions, leases and permits on AANDC's Land Management Transaction System (LTMS); • Assists with permit and lease dispute resolution.
<p>In contact with federal, provincial, federal and cross border agencies on KZA registration and civic matters</p>	<ul style="list-style-type: none"> • Assists KZA members in registrations of Civil Status (Quebec Registrar de L'État Civil) and other certificates; • Prepares residency letters for health card applications; • Assists with KZA post-secondary confirmation of statistics, etc.; • Confirms Indian Status registration with medical facilities; • Assists with issues pertaining with provincial Game Wardens on confirmation of Indian status; • Liaises with insurance agencies, confirmation of ownership etc.; • Responds to government agencies on issues of: membership status, non insured health benefits; cross border issues • Liaises with national and provincial lands associations, etc.;

Assists and Liaises KZA sectors	<ul style="list-style-type: none"> • Issues KZA wood cutting passes and permits in the absence of the Lands, Membership and Estates Administrator • Assists in providing documentation for revolving and CEDO loans for KZA members; • Assists in the preparation of statistical and demographic information required by other KZA sectors.
Responsible for assisting in carrying KZA Lands, Membership and Estates Program	<ul style="list-style-type: none"> • Assists with new projects as per Indian Act amendments; • Acts as Commissioner for Taking Oaths;
ACCOUNTABILITY	
<ul style="list-style-type: none"> • Accountable for preparing accurate KZA land transfers, membership registration and estates transactions; • Accountable for responding to government/agencies enquiries on lands, membership and estates enquiries; 	

WORKING RELATIONSHIPS	
Interpersonal relationships	<ul style="list-style-type: none"> • Establishes and maintains positive working relationships with co-workers, clients, KZA members;
Leadership	<ul style="list-style-type: none"> • Demonstrates leadership in assisting in the resolution of land and property disputes; • Strict confidentiality is required for this position.
Internal and External communications	<ul style="list-style-type: none"> • Communicate daily with the general public, local, municipal, provincial, federal, cross border members and agencies. • Effective communication skills for client service delivery.
Negotiations	<ul style="list-style-type: none"> • Only required in the absence of the immediate supervisor or where there is a conflict of interest
Training	<ul style="list-style-type: none"> • Acquires and maintains professional development training on <u>Indian Act</u> and Indian Act Elections, amendments and/or new associated software technologies. • Attends mandatory lands, membership and estates training to keep skills current.

ENVIRONMENTAL FACTORS	
Deadlines	<ul style="list-style-type: none"> • Meets daily, monthly reporting deadlines.
Mental and physical Effort	<ul style="list-style-type: none"> • Multi-tasking and prioritization of services according to various deadlines throughout the day; • Fast-paced busy environment with frequent interruptions.
Working conditions	<ul style="list-style-type: none"> • Mainly indoor work but will be required to do outdoor work to work sites; both C.P. and band lots;
Cultural competency	<ul style="list-style-type: none"> • Awareness and knowledge of KZA culture and community.

QUALIFICATIONS REQUIRED	
Education and Experience	<ul style="list-style-type: none"> • High School Diploma with two consecutive years of office experience • Be willing to acquire relevant training in Lands, Membership and Estates and successfully complete training.
Skills and knowledge	<ul style="list-style-type: none"> • Able to read GIS and CLSR Survey maps a strong asset; • General knowledge of the Indian Act and relevant regulations; • Standard office computer literacy, instant messaging and use of the Internet are required for this position; • Read and writes in English at a competent level; • High level of Commitment, flexibility and good problem solving skills; • Oral communication skills in English and French ; • Knowledge of the Algonquin language an asset • Data entry skills
Conditions of employment	<ul style="list-style-type: none"> • Police Reference check is required if considered for position; • Must not possess any criminal convictions related to the job; • Valid Driver's licence and ability to maintain throughout employment. Applicants must be 21 years old and have three years driving experience to be an insured driver for a band vehicle; • Must be willing to travel for relevant training; • Acquires and maintains a Valid Commissioner of Oaths authorization; • Follows training and keeps current in relevant technologies; • Legally able to work in Canada.

Signature

Date



MANIWAKI CONTINUING EDUCATION CENTRE



REGISTRATION FOR ALL PROGRAMS IS ONGOING. REGISTER ANYTIME!

WHERE, WHEN AND HOW TO REGISTER:

Online Registration: www.maniwakiadulthoodeducationcentre.com or scan the QR code

In-person registration: Mon-Fri
265 rue Hill, Maniwaki QC J9E 2G8

Please call or email: 819-449-1731 aemaniwaki@wqsb.qc.ca, or tgarneau@wqsb.qc.ca

For all types of programs online or in-person registration please bring:

- Photo Id (government or provincial issued)
- Birth certificate
- Last report card or transcript
- Proof of Canadian Residency

WHY CHOOSE US?

Individualized Learning

We provide a highly individualized approach to learning to suite your learning style and learning needs with academic supports. Take your time, there is no clock in Adult Education, you can work at your pace based on your plan with no pressure from us. Create your own schedule.

Nutrition Programs

We believe nutrition and learning go hand in hand. We provide food services for students to make both at breakfast, breaks and periodic lunches

Strong Community

We pride ourselves in a strong, supportive, and inclusive community. Activities relevant to all learners are organized weekly to provide balance between work and play. Staff are caring and supportive and always go the extra mile to ensure our community's needs are met!

Flexible Schedules

In adult education flexible schedules are a necessity. If you need a part-time schedule and/or other requests, just as

THERE ARE MANY MORE REASONS TO CHOOSE ADULT EDUCATION. REGISTER AND FIND OUT!



Commission scolaire Western Québec
Western Québec School Board
15 Katmavik, Catneau (QC) J9J 0E9
819 684-2336 | 1 800 363-9111
www.wqsb.qc.ca

QUEBEC HIGH SCHOOL DIPLOMA

We issue Quebec High School Diplomas upon completion of the Secondary School Requirements. It does not matter when you last attended, we evaluate what you have completed and can recognize prior learning to accelerate your progress.

QUEBEC VOCATIONAL DIPLOMA

We offer a variety of vocational programming and issue Quebec Vocational Diplomas.

Current Vocational Program offerings can be found on our website under SERVICES.

Past VOCATIONAL programs have included: Accounting, Secretarial, Institutional and Home Care PSW, and Carpentry.

PRE-REQUISITES FOR POST SECONDARY

If you have already obtained your Quebec High School Diploma but require a specific requirement for a college or university program, we can help with that!

EQUIVALENCY TESTING

If you are returning to school after a break or many years later we will meet your needs! If a Quebec High School Diploma is not for you we offer the following by appointment only:

General Development Testing and Prep
Equivalency Assessment for your academic diploma
Equivalency Assessment for Vocational Programs



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

Kitigan Zibi Anishinàbeg

Natural Resources & Wildlife Office

- Do you carry some traditional Anishinàbe knowledge?
- Do you have a passion for conservation?
- Are you concerned about what is happening in the environment (e.g. climate change, biodiversity loss)?



The Natural Resource and Wildlife Office is currently working on a conservation project to protect areas within KZA traditional territory. We are looking for community members who are interested in sitting on an advisory committee and are knowledgeable in different areas including:

- Traditional Knowledge—knowledge of plants, medicines and animals, land and water.
- Historical occupation of KZA and knowledge of traditional territory
- Sharing of knowledge and values

**FOR MORE
INFORMATION,
PLEASE CONTACT:**

Erik Higgins
Natural Resource and
Wildlife Office
819-449-5170 Ext. 1800
erik.higgins@kza.qc.ca

DEADLINE TO APPLY:
October 10 2024



Contact Information

Name: _____
Address: _____
City: _____
Postal Code: _____
Telephone: _____
E-mail Address: _____

Interest in Advisory Committee

List any knowledge, relevant information, or experience you may have.

- Hunter, Fisher, Trapper**
- Gatherer/Harvester** (e.g. berries, medicinal plants, craft materials)
- Traditional Knowledge Keeper (e.g. knowledge of plants, medicines, animals, land, and water)
- Scientific Background** (eg. Conservation, Biodiversity)
- Land User** (e.g. knowledge of current state of traditional territory areas, historical knowledge of territory and occupation)
- Other**

Outline a brief description of how you believe you can contribute to the goals and objectives of the Conservation and Biodiversity Advisory Committee?

Signature

Date

***This form can be submitted to the attention to Erik Higgins
at Kitigan Zibi Natural Resource and Wildlife Office.***



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
2:30, Community Hall - Upstairs
Refreshments will be served

KZA Natural Resources & Wildlife office

EMERGENCY FLYER

-Aquatic Invasive species alert!!!-

A very important message to all community members! **The Spiny water flea has officially been spotted in the Baskatong reservoir.**

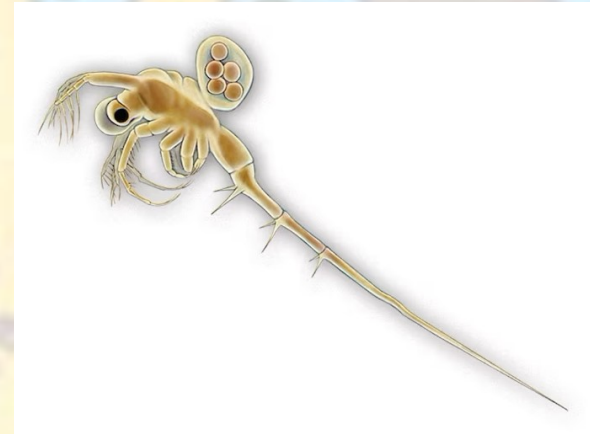
This tiny crustacean might not directly pose threat to swimmers or pets, but they can absolutely wreak havoc in the lakes and river ecosystems.

How? By disturbing the food web. The Spiny water fleas eat the plankton that fish like walleye eats. In the end, the walleye grows smaller and there's less of them. Plus, the water flea's long spiny tail makes them hard to eat by young fish that normally eat plankton.

What to do???

The Spiny water fleas tend to get caught on lines. When you are done fishing, it is important to wipe your line and reels.

Like for the Eurasian Watermilfoil, it is imperative to drain and wipe your boat, the livewells and bait bucket.



STOP THE SPREAD

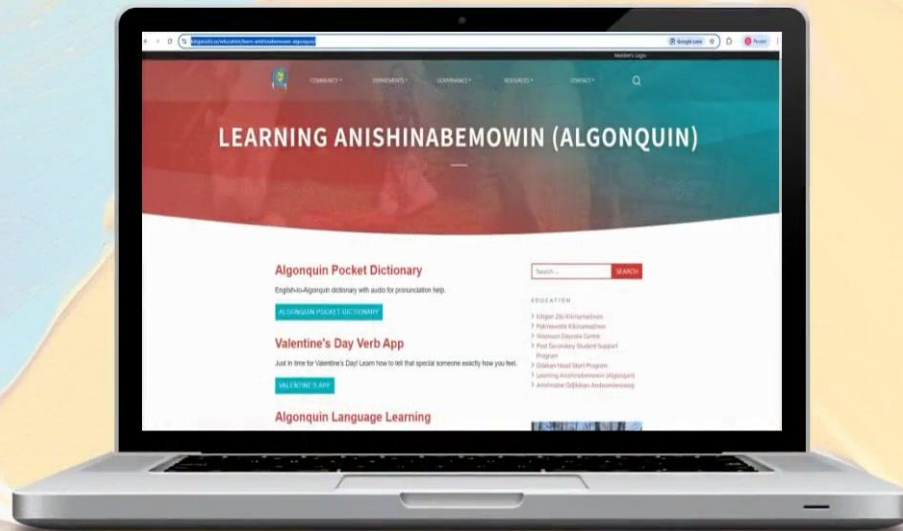
- > Wipe fishing **lines and reels**
- > Drain and wipe **livewells**
- > Drain and wipe **bait buckets**

For more information on invasive species or on the Spiny water flea, Please contact your Biologist, Pierre-Luc Bastien at: 819 449-5170 ext 1803 or pierre-luc.bastien@kza.qc.ca

New

Algonquin Language Audio Clips

New language learning tool uploaded on the
KZA website



Learn some common phrases with the help of these sound clips. Kichi Migwech to Bertha Commonda and Pauline Decontie for the work you both have done to help preserve our language

Follow this link:

<https://kitiganzibi.ca/education/learn-anishinabemowin-algonquin/>



Àdjidàmo Nigamon

Àdjidàmo iyà
Kà tebwewidang
Kichi òndikomì.
Àdjidàmo!

Wàyedanowe
Kà akwàndaweseg
Ishpiming ima
Mitfigokàng.
Aganshinshì pangì
Kidimagisì
Taji wìsine
Àdjidàmo!

Aj-shakamo wisa
Wàjashkwedon eta.
Odamwàn pijishig.
Ominopwàn
Ki ishkwa wìsinidj
Ka nàjitàwe
Kada pìndige
Owàjikang

Ki pìndige ajaye
Owàjikàng apane
Kada nibe pangì
Àdjidàmo!

Squirrel Song

There is a Squirrel
that is heard of
full of fleas.
Squirrel!

He has a funny tail.
He climbs
high up
in the tree.
He`s a little small.
He`s poor.
Now he eats
Squirrel!

He takes a mouthful
of only tree fungus.
It tastes good without anything.
It`s delicious!
He finishes eating.
He goes down.
He enters inside
his den.

Now he`s gone inside.
Gone into his den
He can take a little nap.
Squirrel!



Listen along to the song
on Monday, September
23 at 8:00 p.m.



GRAMMAR CONTEST ANSWERS

Why is it important to know whether something is animate or inanimate?

Because you need to know this so you can pluralize a noun. All animals, plants, trees, fruits, vegetables and people are animate. (with a few exceptions). Surprisingly, leg,

foot and leaf are inanimate.

This is because leg, foot and leaf are only a part of a larger living thing. Most outer body parts are inanimate except for knees, elbows, shoulders and nails.

A star is animate because it seems to move across the sky. And so, the sun and moon are also animate in our Anishinàbemowin.

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



Kitigan Zibi Anishinabeg Cultural Centre

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

*****BEAD MAN*****

The Bead Man from Shenendoah
Beads from Kahnawake will be at the
Cultural Centre:

Date: October 3, 2024

Time: 10:00 am

Sometimes he arrives late, so the times
may vary.

Check out the Cultural Centre
Facebook page for updated info on that
day and when he is set 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.

ODEKAN - OCTOBER 2024 CALENDAR



Namegosi Kizis - Month of the spawning trout

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Caregiver's Afternoon Out, Please call in the morning of by 11 am to register your child for the afternoon. 819-449-2702.</p> <p>Migwech</p>		<p>1</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>2</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>3</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Babies 6months-15 months</i></p>	<p>4</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>CLOSED</p>	<p>5</p>
<p>6</p>	<p>7</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Curriculum Prep/ Cleaning/Home visits</p>	<p>8</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>9</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>10</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Babies 6months-15 months</i></p>	<p>11</p> <p>CLOSED Cultural Day</p>	<p>12</p>
<p>13</p>	<p>14</p> 	<p>15</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>16</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>17</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Babies 6months-15 months</i></p>	<p>18</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>CLOSED</p>	<p>19</p> 
<p>20</p>	<p>21</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Curriculum Prep/ Cleaning/ Home visits</p>	<p>22</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>23</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>24</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Babies 6months-15 months</i></p>	<p>25</p> <p>Closed for preparation for evening activity</p> <p>CLOSED Halloween Dance @ Hall for children 0-6yrs</p>	<p>26</p>
<p>27</p>	<p>28</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Curriculum Prep/ Cleaning/ Home visits</p>	<p>29</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>30</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Ages 15 months-3yrs old</i></p>	<p>31</p>  <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm <i>Babies 6months-15 months</i></p>		

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



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

ODEAKAN BABY
CONGRATULATIONS!



Oliver Morin

Proud Parents
Shania Commando
&
Tomy Bondu-Morin

Proud big brother
Matthew

Born
September 13, 2024
7lbs 11oz
@10:13pm



September 26, 2024

JOB OPPORTUNITY-3rd 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, October 10, 2024, at 4:30 p.m. (EST)** or email to dawn.cayer@kza.qc.ca

Information Contact :

Anick Chaussé, Nurse Team Leader
819-449-5593 ext. 2103

Third Posting: Open to all in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.

It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. The selection process is intended to recruit the most suitable and competent employee(s) who can best serve the interests of KZA as well as provide quality services to its members. 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><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.



September 26, 2024

JOB OPPORTUNITY – 1st Posting

POSITION: Licensed Practical Nurse
LOCATION: As designated by KZHSS
WORK SCHEDULE: 35 hours a week. The incumbent will be expected to work outside of normal work hours on a varied schedule
TERM: Indeterminate. 6-month probationary period and can be extended to one year less a day if required.
SALARY: Level 5 (\$52,548.24 to \$65,690.19)
Starting Range (0 to 5) to be determined

SUMMARY:

With the support, guidance and supervision provided by the Nurse Team Leader, the Licensed Practical Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Licensed Practical Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele.

Under article 37(p) of the Professional Code, the field of practice of the LPNs is described as:

“Participate in the assessment of a person’s state of health and in carrying out of a care plan, providing nursing and medical care and treatment to maintain or restore health and prevent illness.”

Application Requirements:

If you are interested in applying for the position and can 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, October 10, 2024, at 4:30 p.m. (EST)** or email to dawn.cayer@kza.qc.ca

Information Contact :

Anick Chaussé, Nurse Team Leader
819-449-5593 ext. 2103

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

It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. The selection process is intended to recruit the most suitable and competent employee(s) who can best serve the interests of KZA as well as provide quality services to its members. 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

Licensed Practical Nurse Job Description

GENERAL INFORMATION

Job Title : Licensed Practical Nurse
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Kitigan Zibi Health Center
8 Kikinamage Mikan, Maniwaki, Quebec
Terms : Full Time–Indeterminate
Hours : 35 hours per week (Varied schedule)
Salary : KZA Salary Scale Level 5
in accordance with the *KZA Human Resource Policy*
Immediate Supervisor : Nurse in Charge
Date of Job Description : September 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 support, guidance and supervision provided by the Nurse in Charge, the Licensed Practical Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Licensed Practical Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele.

Under article 37(p) of the Professional Code, the field of practice of the LPNs is described as:

“Participate in the assessment of a person’s state of health and in carrying out of a care plan, providing nursing and medical care and treatment to maintain or restore health and prevent illness..”

KEY DUTIES

The Licensed Practical Nurse will practice within Kitigan Zibi Anishinabeg following the nine activities reserved for LPNs under article 37.1 (5) of the Professional Code by Ordre des Infirmiers et Infirmieres Auxiliaires du Quebec (OIIAQ).

Service Responsibilities

Under the direction, guidance and supervision provided by the Nurse in Charge, the Licensed Practical Nurse is responsible for:

- a. Collaborates with a Registered Nurse to deliver an immunization program in accordance to KZHSS Immunization Policy and Procedures, and Protocol Immunization Quebec. Also, ensuring to maintain a communicable disease reporting program in collaboration with Nurse in Charge.

- b. Planning and delivering a Community Health Program, taking into account the physical, social, spiritual, mental and environmental factors which influence each individual, family and community; in accordance with the KZHSS Community Health Service Policy and Procedure Manual (Home Care and Community Health Services).
- c. Delivering community health services in group or individual settings such as the community health facility, the community hall/center, home visits and/or other designated community sites;
- d. 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;
- e. Supporting the KZHSS in the development of safe efficient health facilities/operations;
- f. Meeting with or communicating via telephone with medical receptionists, physicians, other nurses, nurse practitioners, optometrists, dental hygienists, dentists and hospital authorities or other agencies involved in the care of KZA's community members on a regular basis and as required.

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

- g. Assisting with the annual community work plan based on the organizational strategic plan and reviewing and reporting on its progress annually;
- h. Participating in the ongoing quality assurance process.

F) Community Health Services

- i. Providing screening clinics for chronic diseases and prioritized health education and promotion sessions to individuals, community groups.
- j. Assessing physical and social needs of chronically ill older adults; following up, monitoring and making necessary referrals to the Home and Community Care Service when necessary;
- k. Coordinating with a RN in delivering routine immunization clinics as per KZHSS Community Health Services Immunization Program, PIQ Immunization Guidelines & Provincial Standards; using the ABCDaire screening tool before childhood immunizations.
- l. 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;
- m. Coordinating Diabetes random screening clinics when required;
- n. Providing foot care services where applicable and/or monitoring;
- o. Maintaining the health conditions information every two years; and submit annual worksheet;
- p. Assisting with Community Health Education displays monthly
- q. Assisting with the development and coordination of an annual Health Fair in the community, as required.

Other Responsibilities

Under the direction of the Nurse in Charge, the Licensed Practical Nurse is responsible for:

- r. Reporting to the Nurse in Charge on all matters pertaining to the Community Health programs;
- s. Assisting with and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data.

Completing all communicable disease reports and ensuring all data is submitted to Nurse in Charge.

- t. Completing and submitting an annual community prioritized work plan according to approved format; participating in the annual review and update;
- u. Maintaining complete, accurate, legible, and timely charting using the electronic health record system (Medesync) and the SIMPI for recording vaccines;
- v. Ensuring safekeeping of medical supplies and vaccines;
- w. Participating in community health meetings when necessary;
- x. Participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- y. Providing Community Health Educational In-services to KZHSS employees, Community Health Service Workers
- z. Reporting on material learned at training seminars attended;
- aa. Meeting and planning as a team player with KZHSS team members;
- bb. Providing guidance, field experience and supervision of student from nursing faculties when required;
- cc. Providing nursing assessments and collaboration of services when required to Home and Community Care Services.

Organizational Responsibilities

As a representative of KZHSS, the Employee is responsible for:

- dd. Reflecting and interpreting the KZHSS Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- ee. Acting in accordance with relevant legislation and Policies, Standards and Procedures;
- ff. Proposing changes within KZHSS that would improve the quality of service to Anishinàbe children, families and the community;
- gg. Developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinàbe children, families and communities;
- hh. Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- ii. Applying Anishinàbe culture, values, traditions and teachings into programming where possible;
- jj. Ensuring accuracy, confidentiality and safekeeping of agency records;
- kk. Participating constructively in the supervision process with the immediate Manager.
- ll. Participating in annual performance appraisals

ACCOUNTABILITY

The Licensed Practical Nurse is accountable:

- mm. For following the Medical Directives set out by KZHSS and CISSSO collaboration.
- nn. For following all policies, standards and procedures set out by KZHSS & KZA
- oo. For maintaining relevant nursing knowledge, skills and leadership competence through continuing education; and to the professional governing bodies (Ordres des infirmières et infirmiers auxiliaires du Québec).

KNOWLEDGE AND SKILLS

- Theories, principles, and practices of current best practice nursing techniques (e.g. administering vaccines), case management, medication management, infection prevention & control, and adherence to all components of the nursing framework for practice within KZHSS.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Effective interpersonal communications skills, ability to build rapport with others.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual and applicable Accreditation standards.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province of Quebec, including but not limited to Privacy Laws, the Nurses Act, Law 90, the Professional Code, as well as standards, guidelines, and policy of the *Ordre des infirmiers et infirmières auxiliaires du Québec*.

CONTACTS

- Maintains positive relationships with clients in providing HCC program and service delivery through family-centered practice.
- Interacts and communicates daily with Nurse in Charge, Community Health Nurses and Long Term Care Coordinator;
- Maintains effective working relationships with local health providers and community agencies to make referrals.
- Collaborates with co-workers, and other community front line workers by participating in multidisciplinary initiatives such as the development of community strategic documents (e.g. pandemic/emergency preparedness plan)
- Liaises and networks with local service providers (e.g. Maniwaki Hospital/CLSC), institutions, educational facilities, government agencies, health care agencies/facilities

MANAGERIAL/SUPERVISORY

Human Resources:	▪ Not applicable in this position.
Financial Resources:	▪ Not applicable in this position.
Material Resources:	▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Manages medium to high level stress and multi-tasks daily; ▪ Uses proper techniques to carry or lift heavy objects; ▪ Mental alertness to changing and challenging situations; ▪ Strong interpersonal mental health; ▪ May be required to intervene in precarious situations.
Working Conditions:	<ul style="list-style-type: none"> ▪ May have to work outside of regular work hours when required. ▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board).

	<ul style="list-style-type: none"> ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community. ▪ Required to use the KZHSS vehicle. ▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.
--	---

ESSENTIAL QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Practical Nursing Diploma from a recognized College. ▪ Current registration with Ordre des infirmieres et infirmiers auxiliaires du Quebec or eligibility to acquire immediate registration. ▪ Must take Immunization Certification Course upon hiring and attend mandatory training sessions.
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness of Algonquin culture and communities; ▪ 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;
Skills/Abilities:	<ul style="list-style-type: none"> ▪ Adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery; ▪ Ability to apply ethics of Nursing practice in decision making; ▪ Willingness to adapt to the changing demands of the position; ▪ Ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership; ▪ Excellent interpersonal, written and verbal communication skills in English, including proficiency in computer applications; ▪ Problem-solving and leadership skills; ▪ Ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS. ▪ Ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS ▪ 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;

	<ul style="list-style-type: none"> ▪ 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.
<p>Certification/Licenses to maintain for duration of employment:</p>	<ul style="list-style-type: none"> ▪ Must maintain licensing with the <i>Ordre des infirmiers et infirmières auxiliaires du Québec</i> <ul style="list-style-type: none"> ○ The practical nurse must participate annually in a minimum of 10 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.
<p>Assets:</p>	<ul style="list-style-type: none"> ▪ Ability to communicate in French ▪ Ability to communicate in Algonquin.

Please note that KZHSS will be closed on Monday, September 30, 2024

We're taking time off on this day to reflect on the tragic legacy of residential schools, remember the children we lost to them, and honour the survivors.

**BUSINESS RESUMES
ON OCTOBER 1.**

**ORANGE SHIRT DAY
NATIONAL DAY FOR
TRUTH &
RECONCILIATION**



MINO PIMADJIWOWIN

RE-OPENING OF THE KZHSS

Fitness Center

Membership and Card Fees

Cards are \$20.00 available from KZHSS Reception

Replacement/Lost cards are \$10.00

As of **October 1, 2024**, KZHSS will no longer be paying any fees to the town gym.

Membership	Kitigan Zibi Rate	Other First Nations Rate
1 Month	\$25.00	\$35.00
3 Month	\$65.00	\$95.00
6 Month	\$125.00	\$185.00
12 Month	\$250.00	\$370.00

You save if you buy 3 months or more.

If you are eligible for 'special rates' proof is required.

Special Rates	Cost
Student	\$10.00
Pension Recipient	\$15.00
Social Assistant Recipient	\$10.00
Employment Insurance Recipient	\$10.00

Gym will be open 5:00 am to 9:00 pm, 7 days a week starting

October 1, 2024

A Fitness Center orientation is mandatory for those who are new to the Center.

Appointments for an orientation can be made with KZHSS Reception at:

819-449-5593.



Òde, Wenìdjànisingin Tabàdjimowin
Family, Parenting Newsletter



*Family
Comes
Together*

Glaedr the poet

Family comes together
For always and forever
In sickness and in health
In poverty or in wealth
Family comes together
For always and forever
Without any reason
Anytime or any season
Family comes together
For always and forever
In death or in life
In happiness or in strife
Family comes together
For always and forever
In anger or in kindness
Whether all seeing or in blindness
Family comes together
For always and forever
Whether for work or for play
They somehow find a way
For family to come together
Because families are forever



Family, Òde.....2
 Parenting,
 Wenìdjànisingin3
4
 Resources.....4

Family, Òde



Definitions of Family/Òde?

Kin, offspring

Clan, Folk, group, house, household, people, tribe

Ancestors, ancestry, birth, blood, brood, children, descendants, genealogy, generations

In-laws, lineage, network, relations, relationship, relatives, siblings, family, aunts, uncles, grandparents, blended

No matter how we say it, FAMILY is FAMILY!

United Nations Declaration on the Rights of Indigenous People

The General Assembly

“Recognizing in particular the right of indigenous families and communities to retain shared responsibility for the upbringing, training, education and well-being of their children, consistent with the rights of the child,”

Definition of Family

“family includes a person whom a child considers to be a close relative or whom the Indigenous group, community or people to which the child belongs considers, in accordance with the customs, traditions or customary adoption practices of that Indigenous group, community or people, to be a close relative of the child. (famille)”

From the **Kitigan –Zibi Anicinabe Adisokan**, book received from the Cultural Centre, **“Life in the Old Days”, by Philomen Commonda** recalls the days when the “Indians went hunting, they usually took their families with them in the fall and spent the winter in the bush. They took the necessary supplies that was required for trapping. Whenever they reached their destination, they proceeded to build the cabins to live in. They knitted snowshoes and made the sleighs. To provide meat for their families, they killed moose, deer, and beaver.

The women and children stayed in the cabin while the men were gone. They too set snares for rabbits and caught fish nearby. They also tanned hides and sewed mitts, and made moccasins for their families. Their days were spent sewing and knitting with wool which was brought up in the fall.

Before the spring thaw, the men started preparing for their journey home by making canoes which was their means of travel at the time.

Everyone was happy when they got back to their homes, in time for gardening and sowing. Since they had brought down their dried meat, and harvested vegetables from their gardens, they were well provided for”.



Parenting, Wenidjànisingin

9 Steps to More Effective Parenting

1. Boost Your Child's Self-Esteem

Kids start developing their sense of self as babies when they see themselves through their parents' eyes. Your tone of voice, your body language, and your every expression are absorbed by your kids. Your words and actions as a parent affect their developing self-esteem more than anything else.

Praising accomplishments, however small, will make them feel proud; letting kids do things independently will make them feel capable and strong.

Choose your words carefully and be compassionate. Let your kids know that everyone makes mistakes and that you still love them, even when you don't love their behavior.

2. Catch Kids Being Good

Have you ever stopped to think about how many times you react negatively to your kids in a given day? You may find yourself criticizing far more often than complimenting.

The more effective approach is to catch kids doing something right: "You made your bed without being asked — that's terrific!" or "I was watching you play with your sister and you were very patient." These statements will do more to encourage good behavior over the long run than repeated scoldings.

Make a point of finding something to praise every day. Be generous with rewards — your love, hugs, and compliments can work wonders and are often reward enough.

3. Set Limits and Be Consistent With Your Discipline

Discipline is necessary in every household. The goal of discipline is to help kids choose acceptable behaviors and learn self-control. They may test the limits you establish for them, but they need those limits to grow into responsible adults.

Establishing house rules helps kids understand your expectations and develop self-control. Some rules might include: no TV until homework is done, and no hitting, name-calling, or hurtful teasing allowed.

You might want to have a system in place: one warning, followed by consequences such as a "time-out" or loss of privileges. A common mistake parents make is not following through with consequences. You can't discipline kids for talking back one day and ignore it the next. Being consistent teaches what you expect.

4. Make Time for Your Kids

It's often hard for parents and kids to get together for a family meal, let alone spend quality time together. But there is probably nothing kids would like more. Kids who aren't getting the attention they want from their parents often act out or misbehave because they're sure to be noticed that way.

Many parents find it rewarding to schedule together time with their kids. Create a "special night" each week to be together and let your kids help decide how to spend the time.

Don't feel guilty if you're a working parent. It is the many little things you do — making popcorn, playing cards, window shopping — that kids will remember.



THINGS TO REMEMBER

Tomorrow is a new day

Making mistakes is part of life

Saying 'no' is okay

Not everyone has to like you

Beauty & strength come from within



5. Be a Good Role Model

Young kids learn a lot about how to act by watching their parents. The younger they are, the more cues they take from you.

Model the traits you wish to see in your kids: respect, friendliness, honesty, kindness, tolerance. Exhibit unselfish behavior. Do things for other people without expecting a reward. Express thanks and offer compliments. Above all, treat your kids the way you expect other people to treat you.



6. Make Communication a Priority

You can't expect kids to do everything simply because you, as a parent, "say so." They want and deserve explanations as much as adults do.

Make your expectations clear. If there is a problem, describe it, express your feelings, and invite your child to work on a solution with you. Be sure to include consequences. Make suggestions and offer choices. Be open to your child's suggestions as well. Negotiate. Kids who participate in decisions are more motivated to carry them out.

7. Be Flexible and Willing to Adjust Your Parenting Style

If you often feel "let down" by your child's behavior, perhaps you have unrealistic expectations.

Kids' environments have an effect on their behavior, so you might be able to change that behavior by changing the environment. If you find yourself constantly saying "no" to your 2-year-old, look for ways to alter your surroundings so that fewer things are off-limits. This will cause less frustration for both of you.

As your child changes, you'll gradually have to change your parenting style. Chances are, what works with your child now won't work as well in a year or two.

Teens tend to look less to their parents and more to their peers for role models. But continue to provide guidance, encouragement, and appropriate discipline while allowing your teen to earn more independence. And seize every available moment to make a connection!

8. Show That Your Love Is Unconditional

As a parent, you're responsible for correcting and guiding your kids.

When you have to confront your child, avoid blaming, criticizing, or fault-finding, which hurt self-esteem and can lead to resentment. Instead, try to nurture and encourage, even when disciplining your kids. Make sure they know that although you want and expect better next time, your love is there no matter what.

9. Know Your Own Needs and Limitations as a Parent

Face it — you are an imperfect parent. You have strengths and weaknesses as a family leader. Recognize your abilities — "I am loving and dedicated." Vow to work on your weaknesses — "I need to be more consistent with discipline." Try to have realistic expectations for yourself, your partner, and your kids. You don't have to have all the answers — be forgiving of yourself.

And try to make parenting a manageable job. Focus on the areas that need the most attention rather than trying to address everything all at once. Admit it when you're burned out. Take time out from parenting to do things that will make you happy.

Óde Widókázowin
315 Fafard Street
Maniwaki, Quebec
J9E 3B1

Phone: 819-449-2323
Fax: 819-449-2390
Find us on 



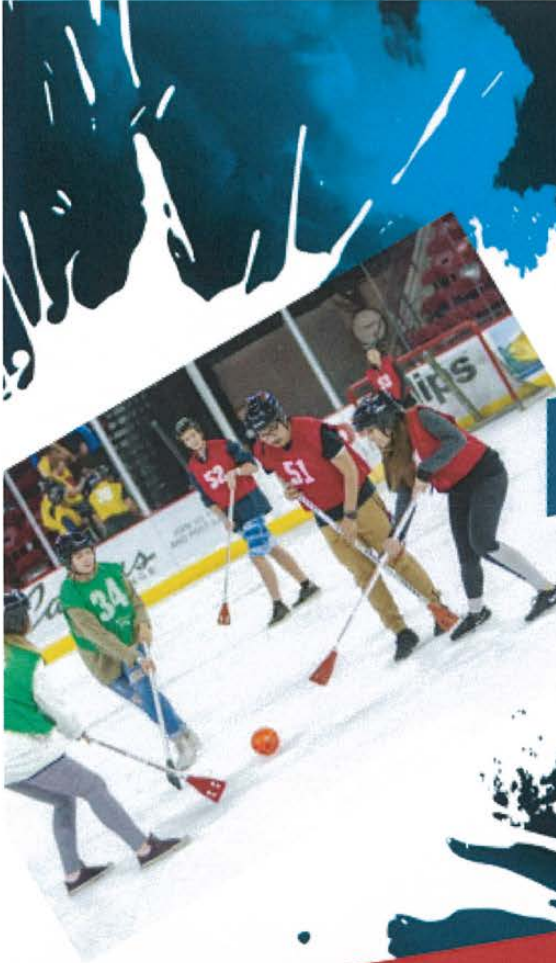
Resources

<https://www.thesaurus.com/browse/family>

<https://study.com/academy/lesson/what-is-family-definition-characteristics-types.html>

<https://laws-lois.justice.gc.ca/eng/acts/U-2.2/page-2.html#docCont>

<https://kidshealth.org/en/parents/nine-steps.html>



FREE CO-ED BROOMBALL GAMES

TEAM A

VS

TEAM B

SEPTEMBER 27, 2024

BROUGHT TO YOU
BY KZHSS

MANIWAKI ARENA 9:30pm-10:30pm



If there are any questions
please call Kane or Colten at
819-449-5593.

SPORTS & RECREATION CALENDAR OCTOBER/ NAMEGOSI-KIZIS 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	30 NATIONAL TRUTH & RECONCILIATION DAY- HOLIDAY	1 YOGA: 6-7:30PM @ HALL 	2 BASKETBALL 6-8 	3 HOCKEY/ SKATING 3-4 VOLLEYBALL 6-8	4 BROOMBALL 9:30- 10:30PM 	5 
6 	7 COME DANCE/ PICKLEBALL/ BADMINTON	8 YOGA 6-7:30PM 	9 BASKETBALL: 6-8PM 	10 HOCKEY/ SKATING: 3-4 VOLLEYBALL: 6-8	11 THANKSGIVING HOLIDAY 	12 
13 	14 THANKSGIVING HOLIDAY 	15 YOGA 6-7:30PM @ HALL 	16 BASKETBALL: 6-8PM 	17 HOCKEY/ SKATING 3-4 VOLLEYBALL 6-8	18 BROOMBALL 9:30-10:30 	19 
20 	21 COME DANCE/ PICKLEBALL/ BADMINTON	22 YOGA: 6-7:30PM @ HALL 	23 BASKETBALL: 6-8PM 	24 HOCKEY/ SKATING 3-4 VOLLEYBALL 6-8	25 BROOMBALL 9:30-10:30 	26 
27 	28 COME DANCE/ PICKLEBALL/ BADMINTON	29 YOGA 6-7:30PM @ HALL 	30 BASKETBALL: 6-8PM 	31 HALLOWEEN 	1 BROOMBALL 9:30-10:30 	2 



VISION
Empowering First Nations and Inuit Peoples to live a balanced lifestyle

MISSION
The Wanaki Center is a specialized holistic service provider that promotes wellness through a quality, safe and culturally based program as a part of the continuum of care to support First Nations and Inuit Peoples to overcome addictions.

CORE VALUES
Wisdom, Love, Respect, Courage, Honesty, Humility, Truth

Position: Counsellor

Salary: Level 1 (\$29, 71/hr) Level 15 (\$39, 20/hr)

Duration: Full time – Indeterminate 35 hrs/week

Application deadline: October 11, 2024 at 4:00 pm

Expected Start date: To be determined

The Opportunity

While respecting the mission, vision, values and policies of the Wanaki Centre, the Counsellor is responsible for delivering and fostering a positive environment that will facilitate the growth and rehabilitation of participants in collaboration with the team under the supervision of a Team Lead.

Employment prerequisites and conditions

- Must be Bilingual (English and French/oral and written)
- Must have a valid driver license and access to insured vehicle
- Post secondary education in the field of addictions and/or mental health
- Knowledge and experience working in a First Nations community

Desired skills and aptitudes

- Specific knowledge of the Wanaki Centre structure and organization of services offered.
- Has a good understanding of First Nation and Inuit Community culture and values.
- Knowledge of laws, policies and regulations governing health and social services
- Ability to work with Information Management Systems (Microsoft Office 365, AMIS)
- Capacity for decision-making and initiative
- Observation and intervention skills
- Strong Judgment and discernment
- Planning, organization and time management skills
- Ability to facilitate group educational workshops
- Autonomous, flexible, responsible
- Ability to summarize
- Communication skills
- Ability to analyze and problem solve
- Demonstrates community Leadership
- Enjoys teamwork
- Interpersonal skills (openness, empathy and ability to establish contacts)
- Working self-care plan

For more details please contact Angela Miljour
Interested persons must send their curriculum vitae and a cover letter
by: **October 11, 2024 to**
angela.miljour@wanakicentre.com



VISION
Donner aux Premières Nations et aux Inuits les moyens de vivre un mode de vie équilibré

MISSION
Le Centre Wanaki est un prestataire de services holistiques spécialisé qui favorise le bien-être grâce à un programme de qualité, sûr et fondé sur la culture dans le cadre du continuum de soins pour aider les Premières Nations et les Inuits à surmonter leurs dépendances.

VALEURS FONDAMENTALES
Sagesse, amour, respect, Courage, honnêteté, humilité, vérité

Poste: Conseiller (ière)
Salaire: Niveau 1 (\$29,71/hr) Niveau 15 (\$39, 20/hr)
Durée: Temps Plein – Indéterminé 35 hrs/semaine
Date limite pour postuler: 11 octobre 2024 à 16h00
Date de début prévue: À déterminer

L'opportunité

Tout en respectant la mission, la vision, les valeurs et les politiques du Centre Wanaki, le Conseiller (ière) est responsable d'offrir et de favoriser un environnement positif qui facilitera la croissance et la réadaptation des participants en collaboration avec l'équipe sous la supervision d'un chef d'équipe.

Prérequis et conditions d'emploi

- Doit être bilingue (anglais et français/oral et écrit)
- Permis de conduire valid avec accès à un véhicule assuré
- Compréhension des tendances en matière de toxicomanie et de santé mentale
- Connaissances et expérience de travail dans une communauté des Premières Nations

Compétences et aptitudes désirées

- Connaissance spécifique de la structure du Centre Wanaki et de l'organisation des services offerts.
- Possède une bonne compréhension de la culture et des valeurs de la communauté des Premières nations et des Inuits.
- Connaissance des lois, politiques et règlements régissant la santé.
- Habileté de travailler avec des Systèmes de Gestion d'information (Microsoft Bureau 365, SGIT)
- Capacité de décision et d'initiative
- Capacité d'observation et d'intervention
- Jugement et discernement
- Compétences de planification, d'organisation et de gestion de temps
- Capacité d'animer des ateliers éducatifs de groupe
- Autonome, flexible, responsable
- Capacité à résumer
- Compétences en communication
- Capacité d'analyse et de résolution de problèmes
- Fait preuve de leadership communautaire
- Aime le travail d'équipe
- Compétences interpersonnelles (ouverture d'esprit, empathie et capacité à établir des contacts)
- Plan de soin de soi en place

Pour plus de détails, veuillez contacter Angela Miljour

Les personnes intéressées doivent envoyer leur curriculum vitae et une lettre de motivation avant le: 11 octobre 2024 à angela.miljour@wanakicentre.com



Presents

SUPER MONSTER BINGO

THURSDAY Oct 3rd 2024 at 7:00 PM

\$7150 in prizes!

Cost: **\$30** for a 5 strip pad (15 Faces)

\$2 for extra Jackpot Cards (1 Strip 3 Faces)

Outlets to purchase cards:

KZ Freshmart

Wabano's Gas

KZ Gaz

Star Tobacco

Smileys

CKWE

Hawks Trading Post

Spearhead Store

Arthur's Smoke Shop

(Cards are available for purchase starting Friday evenings. KZ Freshmart will only sell cards the day of the Bingo)

Game 1 – Regular Bingo \$200

Game 2 – Regular Bingo \$200

Game 3 – Regular Bingo \$200

Game 4 – Regular Bingo \$200

Game 5 – Regular Bingo \$200

Game 6 – Regular Bingo \$200

Game 7 – Regular Bingo \$200

Jackpot Game – Letter X \$750

Continuing for

Full Card \$5000

Outlets to purchase cards:

KZ Freshmart

Wabano's Gas

KZ Gaz

Star Tobacco

Smileys

CKWE

Hawks Trading Post

Spearhead Store

Arthur's Smoke Shop

(Cards are available for purchase starting Friday evenings. KZ Freshmart will only sell cards the day of the Bingo)

The inside or outside corners **WILL COUNT** for a Regular Bingo

For more information, contact CKWE at 819-449-5097



KITIGAN ZIBI ANISHINABEG

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

Your Energy Audit Package: What is included and instructions

1. Review the information included in this package you will find four (4) pages:
 - A) Project update
 - B) Expressed interest form
 - C) What to expect from your energy audit
 - D) Energy audit checklist

2. **If you are interested in having an energy audit completed on your home,** fill out the *expressed interest form* located in this package on *page: two (2)*

3. Submission of expressed interest forms:
 - A) you may drop it off at KZA band office front desk
 - B) scan and send to: aaodjick@gmail.com
 - C) if you are unable to do so, contact Aaron-lee Odjick and a pick up can be arranged.

4. If you require any assistance with: audit preparation, utility data extraction, etc. Please do not hesitate to contact Aaron-lee Odjick @ KZA band office – 819-449-5170 Ext: 1205 or aaodjick@gmail.com

5. For any questions or concerns, please contact KZA band office – 819-449-5170 Ext: 1205 or aaodjick@gmail.com

Project Update

Pivotal point - Energy Audits

Energy audits are a specific kind of test to be carried out on the home; their main purpose is to determine the overall energy usage and airtightness of any given building. The process usually goes as follows:

- 1 Fill out all necessary consent forms for the energy audit to be completed on your home - you may find this package along with information on the following pages.
- 2 Schedule energy audit and be present in your home on the agreed upon date

Time required & home presence



The energy audit will take a couple of hours to complete; if you are unable to be present in your home during the full audit, please notify project coordinator - aaodjick@gmail.com

Why is this crucial ?



Each home in the community will require different upgrades for different situations such as: age, wear and tear, layout, etc. By auditing as many homes as possible, we can determine the best pathways for each perspective homeowner, as many share a similar design.



IMPORTANT NOTE:

Not everyone will be selected to have a free energy audit completed, however; it is extremely important that we have as many consent forms as possible - this project will be done in phases; your home may be selected on the next phase, or you may be able to use data from another home with a similar design. If you wish to pay for your own audit to ensure it is complete contact: aaodjick@gmail.com



KITIGAN ZIBI ANISHINABEG

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

Expressed interest form for energy audits:

Odapinan Eta Endawendaman Project

A home energy audit process requires an accurate assessment of how much electricity your home has used over the last few years. The purpose of obtaining this data is to assess your electricity usage solely. Absolutely no private nor personal information associated with your Hydro QC account will be accessed.

The first step towards having an energy audit is to sign this form to express your interest in having it complete, **without your consent we cannot move forward with any potential energy audit; you will need to sign another form when the energy auditor arrives at your home.**

This required data can only be obtained from Hydro QC, by you, through your online account or by mail – if you require any assistance with this, or have any questions, please contact Aaron-lee Odjick at aaodjick@gmail.com or 819-449-5170 Ext: 1205

REMINDER: Not every home will be selected for a free energy audit; however, if you are not selected, there is a strong chance you can use data from someone else's home to apply to yours. This project will be completed in phases and homes will be selected to ensure we get the best data for our large community. If you would like to pay for your own energy audit to ensure it is done, contact aaodjick@gmail.com or 819-449-5170 Ext: 1205

NAME: _____

ADDRESS: _____

DATE: _____

CONTACT INFORMATION: _____

HOME ENERGY AUDITS: WHAT TO EXPECT

Having an energy audit done in your home is an important step in understanding how it can be more energy and cost efficient. This document lays out what to expect from your energy audit and how to prepare your home for the energy advisor to come in.

» An energy advisor will arrive at your home accompanied by your project coordinator on the date and time you've arranged.

» The energy advisor will give you a homeowner consent form to read. If you are comfortable with the terms, sign the form to authorize the evaluation.

» When the form is signed, the energy advisor will begin observing and taking photos of the exterior and interior of your home.

» The energy advisor will collect data about elements of your home that impact its energy performance. Data and photographs are protected and will not be shared outside of your community's energy initiative.

» A blower door test will be run on an exterior door to measure air tightness of your home. (A fan will be mounted to the doorframe and pull air out of the home)

» During the evaluation, you and your energy advisor can discuss any plans or priorities you may have related to home energy efficiency. Feel free to ask any questions about the evaluation!

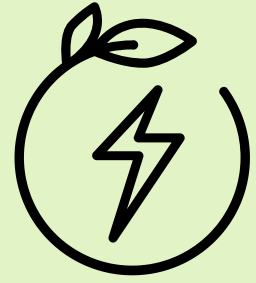
» The energy advisor will enter this data into an energy simulation software program that calculates your home's EnerGuide rating (your efficiency rating). This data includes things like:

- The level of your home's airtightness (from the blower door test);
- The insulation levels of your walls, ceilings, and basement;
- The number, type, and location of all windows and exterior doors;
- Ventilation equipment; and more.

» Once the audit is complete, the auditor generates a summary report that will be used to seek funding for the recommended energy efficiency work

Energy Audit

CHECK LIST



- Make sure there is a clear path to all attic spaces, crawl spaces, mechanical equipment, and other hard-to-reach areas.

- At the time of the evaluation, your home must have a space heating system in place that keeps the interior living space at a minimum of 22 degrees Celsius.

- Make sure all windows and doors are closed. A maximum of one window or door may be missing as long as it's temporarily covered and air sealed. Broken windowpanes must be air-sealed.

- Make sure you have standard electrical power for the blower door test equipment.

- Woodstove must be cold for the blower door test. Don't use a woodstove prior to the audit. Close doors and dampers so ashes aren't pulled into the home.