



## **KITIGAN ZIBI ANISHINABEG**

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

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October 9<sup>th</sup>, 2024

Dear KZA Band Member,

This is the time of year that the hunting season is in full operation.

We request that you be cautious when hunting, adhering to safely rules to protect yourself and other hunters.

We are all responsible for the conservation of wildlife. An important value respecting that all the wildlife species and our traditional lands can ensure their sustainability.

We strongly recommend that you refrain from hunting female moose and their calves, if possible, to ensure sustainability of the moose population.

We are not proponents of the sports hunting, take only what your need to sustain your family. Please respect the wildlife's right to sustainability.

Migwech for your understanding,

Jean Guy Whiteduck  
Chief, Kitigan Zibi Anishinabeg.



*To All KZ members of all ages and Fellow  
Anishinàbeg*

***TAGWÀGI-MAGOSHEWIN***  
***FALL FEAST***

***Ondàs magoshedà***

***Come and Feast***

***This Friday, Oct. 11, 2024***

***Join the Land, Water and Animals Advisory  
Committee for a Fall Feast***

***Bring your favorite dish to share and a chair.***

***Please dress accordingly.***

***Kiga odaminomin-We are going to play:***

***Tea-boiling contest***

***Moose calling competition***

***When: Friday, October 11, 2024***

***Time: 12:00 pm***

***Where: at the KZ cabin in La Verendrye Park***

***(In case of rain, we will postpone for a sunny day)***

For further information, need  
transportation, feel free to contact  
me, Mariette Buckshot at:

819-449-5170 ext 9025

LWAAC.Coordinator@kza.qc.ca

We would like to advise the community that the KZA Administration Office will be **CLOSED AT 12:45 P.M. ON THURSDAY, OCTOBER 10, 2024 AND FRIDAY OCTOBER 11, 2024 FOR CULTURAL DAY.**



**ALSO MONDAY OCTOBER 14, 2024 FOR THANKSGIVING.**



*Wishing everyone a safe long Thanksgiving weekend  
from the KZA Administration Sector.*



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October 10, 2024

Kwey Kitigan Zibi Anishinabeg Band Members,

This is a friendly reminder regarding Band House Rental Units. It is mandatory to resubmit a new application annually, example: if you applied in October 2023, you must re-apply in October 2024, if your situation has not changed you can call in and re-new your application, by contacting JoAnne Cote.

If you have any questions regarding Band House Rentals do not hesitate to contact JoAnne Cote at the Band Office, (819)449-5170 extension 1200.

Meegwech,

A handwritten signature in blue ink that reads "JoAnne Cote". The signature is written in a cursive style.

JoAnne Cote



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October 10, 2024

### **JOB OPPORTUNITY- 3rd POSTING** **OPEN TO THE GENERAL PUBLIC**

**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 24, 2024**

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#### **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 24, 2024 at 4:00 p.m. (EST)**.

#### **Contact information:**

Email: [janet.brascoupe@kza.qc.ca](mailto:janet.brascoupe@kza.qc.ca)

Phone: 819-449-5170 x 1400

**Interviews will not be held.** 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. 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.

**Third Posting: Open to the General Public.** 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

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## KITIGAN ZIBI ADMINISTRATION LANDS, MEMBERSHIP AND ESTATES ASSISTANT JOB DESCRIPTION

GENERAL INFORMATION	
<b>Job Title</b>	Lands, Membership and Estates Assistant
<b>Category</b>	Administrative
<b>Salary</b>	Level 4. Range to be determined according to experience
<b>Sector</b>	Kitigan Zibi Anishinabeg Community Services
<b>Location</b>	Kitigan Zibi Anishinabeg Administration Office
<b>Terms</b>	Indeterminate – (35 hours per week)
<b>Hours</b>	35 Hours
<b>Immediate supervisor</b>	KZA Lands, Membership and Estates Administrator
<b>Date of job description</b>	May, 2023

SUMMARY	
<ul style="list-style-type: none"> <li>• 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;</li> <li>• Assists in the proper execution of land transfers, memberships and estates registration transactions;</li> <li>• Liaises with governments/agencies on KZA lands, membership and estates matters;</li> <li>• Monitors changes that can potentially affect community members personal and territorial integrity rights and informs Chief/Council;</li> </ul>	

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

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

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

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

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



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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Program Benefits

- The possibility of an alternative resolution to your case, including the dismissal of the counts or a lighter sentence.
- Access to health and social services – potentially including some after you complete the Program – to help you continue your rehabilitation, maintain your gains and work toward stability.
- Access to a team of devoted workers who are dedicated to guiding and supporting you throughout the Program.
- Support throughout the judicial process.

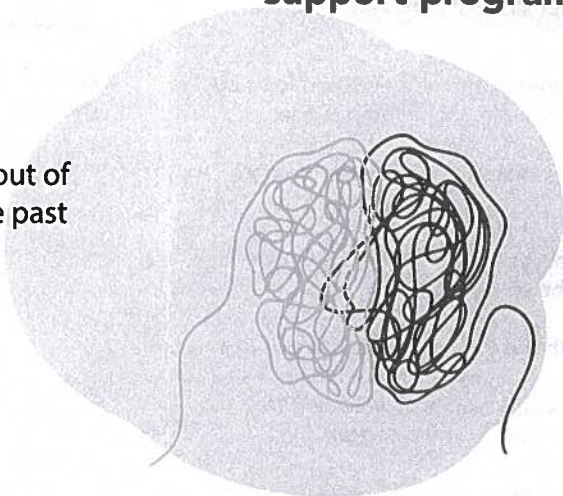
## What is the PAJ-SM+?

The PAJ-SM+ is a program designed to adapt the judicial process to people charged with a criminal offence who have psychological or cognitive vulnerabilities but are considered fit to stand trial. Program participants must be willing and demonstrate the potential to be rehabilitated, and the alleged offence must be related to their vulnerabilities.

The Program works to prevent recidivism by collaborating with partners to offer health and social services.

## PAJ-SM+

Justice and mental health support program +



“The PAJ-SM+ helped get me out of the turmoil I’d been in over the past couple of years!”

## Are you eligible?

### To be eligible for the Program, you must:

- Have mental health and/or addiction issues and/or a neurodevelopmental condition (intellectual disability, autism spectrum disorder) and/or a traumatic brain injury.
- Acknowledge the facts surrounding the acts or omissions that resulted in the offence.
- Want to improve, acknowledge your vulnerabilities and actively engage in the goals set out in your rehabilitation and reintegration action plan.

## Key steps in the Program

- Complete the referral and authorization form by yourself or with your lawyer if you get one.
- Meet the social worker to assess your Program eligibility.
- Discuss your goals and how to improve your situation with the social worker.
- Collaborate with the Program team's follow-ups
- Appear at your court hearings, which will be scheduled according to your progress.
- Complete the Program (once you have achieved your goals; generally 12 to 18 months).

## Ineligible offences are those that:

- Result in death or involve attempted murder or conspiracy to commit murder.
- Are in the exclusive jurisdiction of the Superior Court.
- Are of a sexual nature committed against persons under the age of 18.
- Involve indictable sexual or domestic violence or elder abuse.
- Result in bodily harm while operating a conveyance.
- Involve terrorism.
- Are related to a criminal organization.
- Involve firearms or other weapons or the indictable use of such weapons.
- Are considered ineligible at the sole discretion of the prosecutor.

## The PAJ-SM+ program is

- **Voluntary** : You are free to participate and withdraw at any time.
- **Collaborative** : You make decisions jointly with your lawyer, probation officer, prosecutor and social worker to ensure the service meets your current needs.
- **Confidential** : Some information collected will be used to determine eligibility for Program hearings and for statistical purposes. Under no circumstances will the information collected be used against you in subsequent judicial proceedings without your express consent.

### For full details about the PAJ-SM+, visit :

<https://www.justice.gouv.qc.ca/programmes-et-services/programmes/pajsm> [in French only]

### For more information, contact :

## KITIGAN ZIBI ANISHINABEG



**Tina Dewache, MA JD**  
RESTORATIVE JUSTICE COORDINATOR

1 Paganakomin Milkan • P.O. Box 309  
Maniwaki QC J9E 3C9

Tel: 819-449-5170, ext. 1007  
Toll Free: 1-888-449-5170  
Fax: 819-449-5673

Email: [Tina.Dewache@kza.qc.ca](mailto:Tina.Dewache@kza.qc.ca)



Kwey Kakina,

My name is Faith Decontie, I am Pauline Decontie and Edmond Decontie’s granddaughter. Robin Decontie is my mother, and I was raised in Kitigan Zibi Anishinabeg. I am currently finishing up my doctoral studies in Anthropology at Aberdeen University in Scotland, United Kingdom with a focus on Indigenising policy practices.

As part of my studies, I felt it was important to create a space for community-based Indigenous voices in the United Kingdom to hear our stories, our experiences and the different ways our people are creating systematic shifts for our communities to thrive. Despite having to live with the darker realities of colonialism that still haunts our people in different ways today.

Through my consulting company Sàgàsige, and the connection to Aberdeen University with my PhD studies, I hosted an event called “Indigenous Symposium: Decolonising Methodologies and Integrating Promising Practices between the United Kingdom and Canada”.

It was an event intended to discuss how ‘Indigenous game changers’, and allies are working towards addressing the darker realities of colonialism in the workspace while making efforts towards empowering Indigenous peoples in Canada. This was a step towards addressing practical ways to understand how to improve the current relationship between Indigenous peoples in Canada and the United Kingdom, given our complex colonial history.

The purpose of this flyer is to acknowledge the amazing hard work of a few brave Kitigan Zibi Anishinabeg community members **Mona Tolley** (University of Ottawa), **Robin Decontie**, **Mike Diabo** (University of Ottawa), **Anna Cote** (Birch Bite), **Autumn Decontie** (Sàgàsige) and The Grand Chief of the Algonquin Anishinabeg Nation Tribal Council **Savanna McGregor**, who are contributing to systemic change for our people. They were joined by a few honourable distinguished Cree Nation game changers and United Kingdom allies.

**Note:** This grassroots event was **not funded from any Algonquin bands or organization sources**. The attendees came at their own expense.

For more information on the event, you can contact me at <https://www.sagasige.com/pages/contact>.

Migwetch | Thank you,

Faith Decontie



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](http://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](mailto:PMO-Kitigan-Zibi01@cdrhpnq.qc.ca)

**Tara Decontie:** [PMO-Kitgan-Zibi02@cdrhpnq.qc.ca](mailto: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



Join the KZA  
Natural Resource and  
Wildlife Office for  
the official launch of  
**Kidjìmàninàn**  
“Our Canoe”

A project that focuses on  
all working together to  
preserve the biodiversity  
within our region.

**Cultural Centre**  
54 Makwa Mikan  
Monday, October 21, 2024  
10:00 a.m. - 3:00 p.m.

Together for the land.

Together for the 8<sup>th</sup> generation.

**For more information, please contact:**

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



## Ādisōke Indigenous Public Art

### Indigenous art conversation

Indigenous artists Destiny Swiderski and Jaimie Isaac are working on a public art project for the exterior pillars at Ādisōke. They would like to invite Knowledge Keepers, Elders and community members for a round-table conversation and discussion about their artwork design and inspiration.

**Tuesday, October 22**

**6.30pm - 8.30pm**

**Kitigan Zibi Cultural Centre, 54 Makwa Mikan, Maniwaki**

Light refreshments will be provided



*Set to open in 2026, Ādisōke is the new Ottawa Public Library – Library and Archives Canada joint facility, which will be a modern, welcoming and inclusive place where people will come together to explore, learn, create and connect through the power of stories.*





# Smoke Tan Hide

with Tammy



**THURSDAY**  
**OCTOBER 17, 2024**

**9AM TO 3PM**  
**Cultural Centre**  
Lunch served at noon



Join us at the cultural center as we work on the last step in the hide process. We will be smoke tanning hides. This particular community hide has been worked on by many community hands.

**Everyone Welcome!**

Please dress for the weather



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

Thursday, October 17th, 2024

7:00 pm - 9:00 pm

Wanaki Arbour

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

\*There will be a limited supply of hand drums\*

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



**Anishinàbemowin**  
**Verbo**

**BINGO**  
*Night*

Monday Nights

Time: 6:30pm to 8:00

Starts on October 21, 2024

Downstairs at the Hall



Learn Anishinàbemowin verbs & conjugation rules  
Fun for Seniors, children and families



**Prizes to be Won!**





# Anishinàbemowin

## GRAMMAR CONTEST

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

### ● ● ● LESSON 2: Pluralization

In Anishinàbemowin there are two types of endings, Animate and Inanimate. Animate nouns are pluralized with **g**, **ag**, **ig**, **og** or **wag** at the end of a word. Inanimate nouns are pluralized with **'n** or **an**.

Write the correct endings on the lines to pluralize these nouns.

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

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

### English Translation

- |             |            |           |            |
|-------------|------------|-----------|------------|
| 1. cars     | 2. dogs    | 3. tables | 4. legs    |
| 5. women    | 6. beds    | 7. birds  | 8. bears   |
| 9. waters   | 10. houses | 11. stars | 12. chairs |
| 13. old men | 14. deer   | 15. feet  | 16. boys   |
| 17. pants   | 18. trees  | 19. cats  | 20. leaves |





## Madjìbahiweg

Madjìbahiweg `nidjanisidog!  
Kigàdjigwesì ki nòsanewigonàn  
Ebimàdinàg kiga-ipahiwem  
Kigàdjigwesì kinosànewigonàn  
Ajaye (2) Kinòsanewigonàn  
Ajawàdagedà sàgahiganing  
Pabàmadinàg ipahiwemin.

Eji mashkìgog ka-iji-ipahiwem  
Madjìbahiweg ninidjànisidog!  
Kigàdjigwesì kinòsanewigonàn  
Eji mashkìgog ka-ipatomin  
Eji sagàkwàg kiga waniyanàn  
Madjìbahiweg nidjànisidog!  
Kigàdjigwesì ki nòsanewigonàn



## Run Away

Run away my children!  
He who hunts us is after us  
Up the mountain you will flee  
He who hunts us is after us  
Now (2) he is after us  
Let us swim across the lake.  
To hilly places we will flee  
Go into the swamp to flee  
Run away my children!  
He who hunts us is after us  
To the swamp run toward it  
Into dense bush we will lose him  
Run away my children!  
He who hunts us is after us



**Listen along with the  
song on Monday  
October 21 at 8:00 on  
the radio!**



Odekan Headstart presents  
**HALLOWEEN  
DANCE PARTY**  
*FOR CHILDREN 0-6YRS OLD*

**FRIDAY  
OCTOBER 25TH  
COMMUNITY HALL  
5:30-7:30PM**



**\*PIZZA SUPPER\*  
\*FACE PAINTING\***

**\*TREAT BAGS/BOOKS FOR  
CHILDREN 0-6YRS\***

**\*RANDOM DRAWS \*  
\*NOT A DROP OFF ACTIVITY\***

**MORE INFO CONTACT  
KATRINA @ODEKAN  
819-449-2702**

## Enlist the whole family in some reading fun



Reading is a wonderful activity for families to do together. Not only will your child be reading more, you will be spending quality time together!

To make family reading an enjoyable habit:

- **Read the same book.** Check out several copies at the library and take turns reading aloud. Have frequent conversations about what you're reading.
- **Read about the same topic.** Find several books or articles on the same general subject. Some can be fiction and others nonfiction. Have your child assign each family member a different book or article to read. When you've all finished, tell each other what you've learned.
- **Include long-distance relatives.** Technology makes it easy for everyone to get involved! Use video



chats and phone calls to include family members who live farther away in your reading adventures.

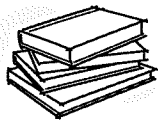
- **Keep a reading journal.** Encourage your child to write about your family's reading experiences—activities that were fun, authors to read more of, etc. Keeping a journal will help your child take pride in what you've accomplished together, and there will be a record of all that you've read!

Elementary School  
**BUILDING READERS**

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**Reading  
Extras**

## Encourage your child to explore nonfiction

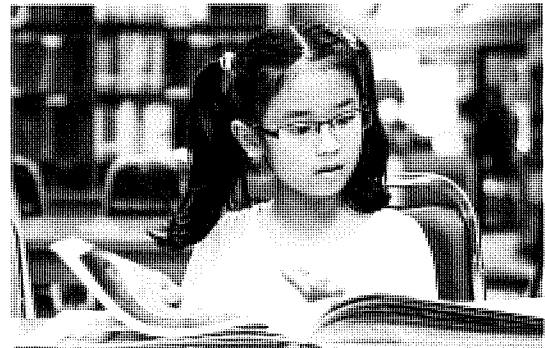


As students get older, they are expected to read a variety of nonfiction materials, including essays, biographies and news articles. This type of reading

involves more complex thinking and requires a different approach. It's helpful to give your child some practice at home.

Encourage nonfiction reading to:

- **Spark reading excitement.** Children who aren't excited about reading stories may be more interested in reading about the real world. If your child enjoys one nonfiction book, suggest reading more books on the same topic.
- **Boost knowledge and vocabulary.** Reading nonfiction exposes children to new vocabulary and introduces them to a wide range of topics—which helps boost their understanding of future reading.



- **Prepare for standardized tests.** Fiction and nonfiction passages are used in reading sections of exams, so it is helpful to have experience reading both.

To help your child think about nonfiction reading, ask questions like: "What did you learn from what you just read?" You can also connect reading to real life: "Let's look at the sky tonight and point out some of the constellations you learned about."

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**Reading  
Extras**



## **JOB OPPORTUNITY 1<sup>st</sup> Posting**

October 4, 2024

**POSITION:** Director of Health and Social Services

**LOCATION:** As designated by KZHSS

**WORK SCHEDULE:** 35 hours a week. The incumbent may be expected to work outside of normal work hours from time to time

**TERM:** Indeterminate. 6-month probationary period and can be extended to one year less a day if required.

**SALARY:** Level 15 (\$101,727.46 to \$127,153.77)  
Starting Range (0 to 5) to be determined

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### **SUMMARY:**

The Director of Health and Social Services oversees the quality delivery of programs and services in the area of social assistance, family and child wellness; addiction and personal counselling; home care for elders and clients with disabilities; community wellness; environmental health and safety by planning, leading, organizing, directing, controlling operations, finances and personnel.

### **Forward your Application to:**

If you are interested in applying for this position and are able to demonstrate that you meet the mandatory basic requirements, please present the following in a hard copy: updated resume, proof of education/training, three references and copy of your driver's license to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre, 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B4** or email at [Dawn.cayer@kza.qc.ca](mailto:Dawn.cayer@kza.qc.ca) The deadline is **October 18, 2024 at 12:00 pm (noon) (EST)**.

For further information regarding this position contact the KZHSS Portfolio Holder, Victoria Tenasco at [v\\_tenasco@hotmail.com](mailto:v_tenasco@hotmail.com) or **Celine Whiteduck** at [cwhiteduck1717@gmail.com](mailto:cwhiteduck1717@gmail.com)

**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

### Director Job Description

#### GENERAL INFORMATION

**Job Title :** Director  
**Category :** Professional  
**Sector :** Kitigan Zibi Health & Social Services  
**Location :** Kitigan Zibi Health & Social Services - Health Center  
8 Kikinamage Mikan  
**Terms :** Full Time–Indeterminate  
**Hours :** 35 hours per week  
**Salary :** KZA Salary Scale Level 15  
in accordance with the *KZA Human Resource Policy*  
**Immediate Supervisor :** Band Council Portfolio Holder  
**Date of Job Description :** October 2024

#### KZHSS MISSION STATEMENT

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

#### CLIENT SERVICE RESULTS

The Director of Health and Social Services oversees the quality delivery of programs and services in the area of social assistance, family and child wellness; addiction and personal counselling; home care for elders and clients with disabilities; community wellness; environmental health and safety by planning, leading, organizing, directing, controlling operations, finances and personnel.

#### KEY DUTIES

- Plan, develop, and manage the delivery of programs and services for multiple KZA stakeholders.
- Develops related program policies, procedures and guidelines.
- Leads the monitoring and reporting of programs; identifying gaps, deficiencies barriers, impeding program delivery to ensure compliance and quality delivery.
- Provides advisory services to the Chief and Council, staff, families and other stakeholders on programs and services.
- Develops and presents briefing notes, speaking notes, MOU's, collective prescription agreements and various executive level and management reports.
- Represents the organization at public hearings, conferences, forums, committees, and working groups to exchange program information and best practices, to explore special initiatives (e.g. Service partners, joint ventures, MOU's, etc.)
- Plans, administers and maintains contribution agreements and contracts to ensure compliance.
- Develops and maintains effective working relationships with local, regional, provincial counterparts and agencies.
- Plans, manages and monitors the performance of staff, material and financial resources.
- Performance review and evaluation forms is required.

### KNOWLEDGE AND SKILLS

- Theories, principles, and practices of program planning, administration, monitoring, performance evaluation, and reporting.
- Theories, principles, and practices of human sciences.
- Theories, principles, and practices of various quality improvement strategies related to risk-management, ethical dilemma problem-solving, information management, and employee performance management.
- Knowledge of governing municipal, provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Social Services programs, including the Privacy Act, Privacy Laws, Health and Social Services Act of Quebec, Indian Act, and Youth Protection Act, the Nursing Framework for Practice, and Occupational Health and Safety Laws.
- Knowledge of KZA/KZHSS policies, including KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Finance Policy, and KZA Code of Ethics, KZHSS Professional Code of Ethics and KZA Multidisciplinary Protocols.
- Trends, developments, leading practices and innovation in the field of Health and Social Services program and service delivery and changes/new direction of governing and/or new legislations, regulations and policies.
- Communication skills when representing the organization with stakeholders and when providing advisory services to leadership/staff.
- Managerial skills to effectively plan, manage, mentor and evaluate staff performance, to develop HR staffing plans and contingencies. (e.g. Back-up and succession plans); and to plan, manage and account for financial resources.
- Consultation and negotiation skills to exchange best practices, to explore joint initiatives and negotiate agreements and MOU's.
- Knowledge of Accreditation Canada's applicable community based standards for Aboriginal organizations in Governance, Leadership, Medication Management, Infection Prevention and Control, Home and Community Care, and Community Health and Wellness.

### CONTACTS

- Maintains positive relationships with clients, co-workers and community members.
- Delivers presentations to stakeholders at band meetings and other forums on health and social service delivery in KZA.
- Negotiates agreements, joint ventures and MOU's at the regional level (e.g. CISSSO, CLSC, etc.) on the delivery of health and social services to the community.
- Liaise with other health and social services providers, boards, and funding bodies to discuss mutual areas of health service coordination and cooperation.
- Provides policy advice and guidance on program issues to stakeholders, the Chief & Band Council and other KZA sectors.
- Investigates and mitigates concerns raised by community members.

### MANAGERIAL/SUPERVISORY

#### Human Resources:

- Responsible for the recruitment of staff.
- Plans, assigns, monitors and evaluates performance; identifies training and development needs and recommends training and disciplinary action if required.
- Leads or participates on working groups and project teams; defines goals and priorities and assigns work to team members
- Provides orientation to new employees.

<b>Financial Resources:</b>	<ul style="list-style-type: none"> <li>▪ Develops financial plans and presents budget forecasts for operational and maintenance expenditures to the Band Council; allocates and monitors funding across program areas in accordance with funding agreements.</li> <li>▪ Verifies receipt of goods and services; authorized payment for purchased services under contract with the authority to withhold funds to contractor's when work is not in accordance with contract terms and conditions.</li> </ul>
<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>▪ Care and custody of all medical equipment utilized by Health-care professionals, ensuring that materials are safeguarded and maintained in accordance proper principles of Infection Prevention and control procedures.</li> <li>▪ Care and custody of computers and peripherals for the sector.</li> <li>▪ Care and custody of all KZHSS medical transportation and other vehicles.</li> <li>▪ Care and custody of files to maintain and protect confidentiality of sensitive healthcare information.</li> <li>▪ Coordinates and authorizes KZHSS building and site maintenance. (e.g. ventilation, power outages)</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Manages medium to high level stress and multi-tasks daily;</li> <li>▪ Required to respond to multiple and concurrent demands and conflicting priorities.</li> <li>▪ May be required to deal with dissatisfied/aggressive clients.</li> <li>▪ Strong interpersonal mental health;</li> <li>▪ May be required to intervene in precarious situations.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Works in an office setting;</li> <li>▪ May be required to attend occasional community activities/events to represent KZHSS;</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ University or College diploma in human sciences, administration or a minimum of 10 years work in an administrative position</li> <li>▪ Experience in planning and managing of HSS programs</li> <li>▪ Experience in managing financial and staff resources</li> <li>▪ Experience in providing advice/guidance to a stakeholder community</li> </ul>

<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community.</li> <li>▪ Theories and principles of program planning and service delivery</li> <li>▪ Knowledge and understanding of KZA community health needs and related concerns</li> <li>▪ Knowledge of various computer software programs conducive to an office setting.</li> </ul>

<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Research, analytical, and decision-making skills.</li> <li>▪ Planning, organization and coordination skills.</li> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to develop and deliver presentations and to conduct negotiations.</li> <li>▪ Ability to communicate orally and in writing.</li> <li>▪ Ability to manage staff and financial resources.</li> <li>▪ Ability to plan and manage project teams</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy</li> <li>▪ Reliability</li> <li>▪ Mental caliber to withstand or support emotionally-charged or potentially unpleasant situations</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ French verbal and written communication skills</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>



## **JOB OPPORTUNITY 3<sup>rd</sup> Posting**

October 4, 2024

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

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### **SUMMARY:**

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

### **Forward your Application to:**

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present the following: cover letter, updated resume, proof of education/training, copy of your driver's license, and 3 references to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre. 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B4** or email at [Dawn.cayer@kza.qc.ca](mailto:Dawn.cayer@kza.qc.ca) The deadline is **October 18, 2024, at 12:00 pm (Noon) (EST)**.

### **Information Contact:**

Call Helen Cayer at 819-449-5593 ext 2105

### **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

### NNADAP Substance Abuse Counsellor Job Description

#### GENERAL INFORMATION

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

**Category :** Professional

**Sector :** Kitigan Zibi Health & Social Services

**Location :** Kitigan Zibi Health Centre  
8 Kikinamage Mikan, Maniwaki, Quebec

**Terms :** Full Time–Indeterminate

**Hours :** 35 hours per week (Varied schedule)

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

**Immediate Supervisor :** KZHSS Director

**Date of Job Description :** March 2024

#### KZHSS MISSION STATEMENT

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

#### CLIENT SERVICE RESULTS

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

#### KEY DUTIES

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

### KNOWLEDGE AND SKILLS

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

### CONTACTS

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

### MANAGERIAL/SUPERVISORY

<b>Human Resources:</b>	Not applicable for this position.
<b>Financial Resources:</b>	Not applicable for this position.
<b>Material Resources:</b>	Not applicable for this position.

### ENVIRONMENTAL FACTORS

<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Manages medium to high level stress and multi-tasks daily;</li> <li>▪ Mental alertness to changing and challenging situations;</li> <li>▪ Strong interpersonal mental health;</li> <li>▪ May be required to intervene in precarious situations.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Works within an office setting;</li> <li>▪ Required to make home visits;</li> <li>▪ May be required to transport a client;</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Proof of completion of College Level training in Addictions Studies or related studies with experience in human sciences.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate orally and in writing in English.</li> <li>▪ Computer literacy skills.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Honest, non-judgmental, and non-intrusive.</li> <li>▪ Discretion and diplomacy.</li> <li>▪ Strong interpersonal skills and objectivity.</li> <li>▪ Reliability.</li> <li>▪ Ability to develop a trusting relationship with clients and staff through open, honest communication and genuine caring for the client situation.</li> <li>▪ Mental caliber to withstand or support emotionally charged or potentially unpleasant and/or disturbing situations.</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment.</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> </ul> <p><i>*Due to the specific nature of this job position, an incumbent should have and maintain an exemplary standing in the community in regards to having a clean and healthy lifestyle (i.e. not abusing drugs or alcohol).</i></p>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Must provide medical certificate of good health if considered for the position.</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired.</li> <li>▪ Must follow all safety precautions and protocols.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in French and Algonquin.</li> </ul>





## **JOB OPPORTUNITY – 2<sup>nd</sup> posting**

October 10, 2024

**POSITION:** Nicholas Stevens Centre (NSC) – Personal Support Worker (PSW) or Developmental Services Worker (DSW)

**LOCATION:** As designated by KZHSS

**WORK SCHEDULE:** 40 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 that can be extended to one year less a day if required.

**SALARY:** Level 4 (\$49,095.25 to \$61,419.08)  
Starting Range (0 to 5) to be determined

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### **SUMMARY:**

Under the supervision of the Special Needs Area Coordinator, The NSC PSW/DSW - provides quality personal care to Nicholas Stevens' Centre participants

### **Forward your Application to:**

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present the following: cover letter, updated resume, proof of education/training, contact information for 3 references, and copy of your driver's license to the attention of **Dawn Cayer – Executive Assistant, Kitigan Zibi Health Centre, 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B1** or email at [Dawn.cayer@kza.qc.ca](mailto:Dawn.cayer@kza.qc.ca) The deadline is **Thursday, October 24, 2024, at 4:30 pm (EST)**.

**For further information regarding this position, call Francesca Brazeau at 819-449-5106**

**Second posting: open to all First Nations in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy It is the responsibility of the applicant to ensure that a complete 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

### Nicholas Stevens Centre (NSC)-Personal Support Worker or Developmental Services Worker (DSW) Job Description

#### GENERAL INFORMATION

**Job Title :** Nicholas Stevens Centre (NSC)-Personal Support Worker (PSW) or Developmental Services Worker (DSW)  
**Category :** Support Staff  
**Sector :** Kitigan Zibi Health & Social Services  
**Location :** As designated by KZHSS Director  
**Terms :** Indeterminate  
**Hours :** 40 hours per week  
**Salary :** KZA Salary Scale Level 4. Range based on experience in accordance with the *KZA Human Resource Policy*

**Immediate Supervisor :** Special Needs Area Coordinator  
**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

The NSC- PSW/DSW provides quality personal care to Nicholas Stevens' Centre participants.

#### KEY DUTIES

- Assists with the facilitating, and the monitoring of the overall delivery of social, recreational and daily living activities, programs and education in individual/group settings; ensures activity logistics are properly attended to (contacting of volunteers, purchase supplies, availability, etc.); ensures a safe environment.
- Assists participants with personal care (bathroom, hygiene, ambulation, mobilization, transferring, use of adaptive devices, etc.) when required, with dignity and respect.
- Assists participants with NSC activities; ensures personal care of participants' physical, emotional, psychological and social needs; supports the participants in the development and maintenance of family and community relationships.
- Reports changes in participants' health status to the supervisor; completes participant documentation.
- Actively listens and responds to participant and family requests/concerns within the scope of PSW services; advocates for participant rights/concerns.
- Assists with meal preparation and meal service.
- Accompanies participants on outings.

<b>KNOWLEDGE AND SKILLS</b>	
	<ul style="list-style-type: none"> <li>▪ Theories, principles, and practices of the provision of personal care and hygiene.</li> <li>▪ Communication skills when dealing with clients and their families, when learning delegated duties, and when interacting with the staff.</li> <li>▪ Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.</li> <li>▪ Knowledge of KZA/KZHSS policies, including KZHSS Policies and Procedures Manual, KZA Human Resources Manual, and KZA Code of Ethics, KZHSS Professional Code of Ethics and Privacy Laws.</li> </ul>

<b>CONTACTS</b>	
	<ul style="list-style-type: none"> <li>▪ Briefs Supervisor and of issues/concerns.</li> <li>▪ Maintains positive relationships with participants and their families, co-workers and community members.</li> </ul>

<b>MANAGERIAL/SUPERVISORY</b>	
<b>Human Resources:</b>	▪ Not applicable in this position.
<b>Financial Resources:</b>	▪ Not applicable in this position.
<b>Material Resources:</b>	▪ Not applicable in this position.

<b>ENVIRONMENTAL FACTORS</b>	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Manages medium level stress and multi-tasks daily.</li> <li>▪ Uses proper techniques to carry or lift heavy objects.</li> <li>▪ Mental alertness to changing and challenging situations.</li> <li>▪ Strong interpersonal mental health;</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Works within a day program type setting.</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Certificate in the area of Health Care Aide or Personal Support Worker;</li> <li>OR</li> <li>▪ Developmental Services Worker Diploma;</li> <li>OR,</li> <li>▪ Nursing Student with one year completed.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	▪ Knowledge and awareness and Algonquin culture and communities.
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to communicate orally and in writing in English.</li> <li>▪ Ability to work with seniors.</li> <li>▪ Ability to work independently without close supervision, able to organize own workload.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy.</li> <li>▪ Reliability.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients'</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> </ul>
<p><b>Certification/Licenses to maintain for duration of employment:</b></p>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Must provide medical certificate of good health if considered for the position.</li> <li>▪ Valid First Aid and CPR Training Certification, Workplace Hazard Information Management Systems (WHIMS), and Principles for Moving Clients Safely or ability to undergo training within 3 months of being hired.</li> <li>▪ Must follow all safety precautions and protocols.</li> </ul>
<p><b>Assets:</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in Algonquin.</li> <li>▪ Ability to communicate in French.</li> </ul>

## **KZHSS will be closed**

Thursday p.m. October 10<sup>th</sup> and  
Friday, all day October 11<sup>th</sup> for Cultural Day

&

Monday, October 14<sup>th</sup> for Thanksgiving.

Office will re-open Tuesday, October 15<sup>th</sup>.

*On behalf of the KZHSS staff, have a safe  
and Happy Cultural Day and Thanksgiving!*





## *Kitigan Zibi Health and Social Services*

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Box 160, 8 Kikinamage Mikan  
Maniwaki (Quebec)  
J9E 3B4

TEL.: (819) 449-5593/4  
TEL.: (819) 449-3803  
FAX: (819) 449-7411

# REMINDER REGARDING THE EMERGENCY CLINIC:

- Please do not leave messages with the Receptionist. Keep trying 819-449-5593 until you can connect with the Receptionist. If you leave a message, you risk not getting a call back in time for the Clinic.
- Calls begin at 8:30 ONLY and fill up very quickly.
- Migwech for your cooperation!

KZHSS Medical Office Assistant,  
Shannon Tenascon.

# Influenza & COVID-19 vaccination campaign

Organized by KZHSS

**WHEN :** OCTOBER 24, 2024

08:30 AM - 11:30 AM

13:00 PM - 18:00 PM

**WHERE :** COMMUNITY HALL

**WHO :** KZ COMMUNITY MEMBERS

- 14 YEARS AND OLDER
- BRING A VALID HEALTH CARD

**HOW :** WALK-IN

- NO APPOINTMENT NEEDED

- Please dress accordingly to allow quick and easy access to your arms
- Remember to eat and hydrate before the shot
- A 15 minute wait time is mandatory after the shot



For inquiries, please call  
819-449-5593

# WORLD Mental Health DAY

OCTOBER 10, 2024



KZHSS Nursing Team  
819-449-5593



Join Us in Spreading Awareness,  
Hope, and Strength.

# Pink October.

## BREAST CANCER AWARENESS MONTH

Every pink ribbon symbolizes a journey of courage,  
resilience, and hope. Whether you're a fighter, survivor,  
or supporter, we stand with you.



“  
Alone we are  
strong, together  
we are stronger.”

### For More Information :


819-449-5593

Kitigan Zibi Health and Social Services

8 Kikinamage Mikan

# CONSENT

EXPLAINED TO KIDS AND THEIR GROWNUPS



Your body belongs to YOU. Nobody should touch it in ways that you don't like.



You have a right to like hugs and kisses...

... or not.

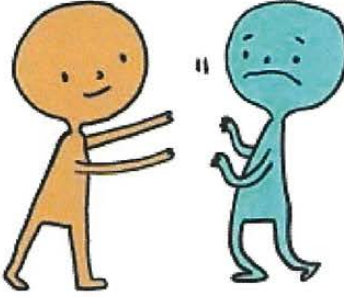


I love hugs!

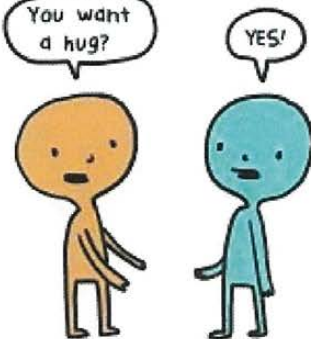
Hugs make me uncomfortable.

It's the same for everyone else.

You might like hugs, but that doesn't mean that everyone likes them.




Feel like hugging someone? Ask them first.



You want a hug?

YES!

If the other person says no, don't give them a hug.



No. I prefer to shake hands, OK?

OK.

If the other person doesn't say YES, don't hug them. They may be too shy to say NO. They might think it will hurt your feelings or make you angry. It doesn't mean they WANT a hug.

NO "YES"  
=  
NO HUG.

It's pretty simple.

It's the same for:

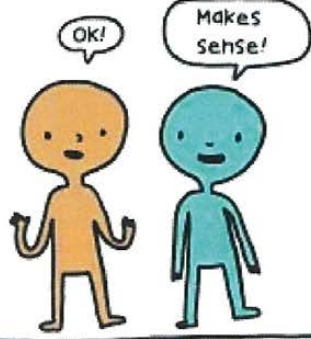
- KISSES
- SNUGGLES
- HOLDING HANDS

And this rule also applies to

**GROWNUPS.\***

Adults shouldn't hug you or kiss you without your consent, either.

Your body belongs to you, and nobody should touch it without your consent. Other people's bodies belong to them and you shouldn't touch them without their consent.



OK!

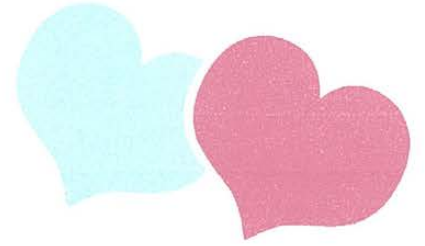
Makes sense!

\* Except for your safety or for your health.

©elisegravel



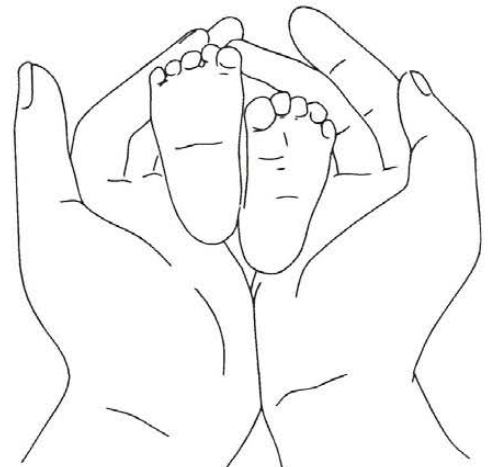
# Pregnancy and Infant Loss Remembrance Day



“A time dedicated to honoring babies who have been lost during pregnancy or infancy, and raising awareness about the grief and challenges”

**October 15, 2024**

Don't hesitate to contact us if needed  
KZHSS Nursing Team  
819-449-5593





# Highlights from September Nicholas Stevens Centre

## Kwey!

Participants returned to the centre on **Monday, September 16th**, and **Francesca was alone with them all week**, as the Monitor position hadn't been filled yet. Thankfully, our **Monitor Anik Groulx** started with us on **Monday, October 23rd**. We've also welcomed **2 new participants**, showing that our foundation is on the right path.

We've introduced new ways of engaging our participants, including **Monthly Reflections** with both staff and participants. During these reflections, we discuss **favorite moments, least favorite moments**, and what we're all looking forward to. This is especially important because **the centre exists for them**, and we'd like for them to have more say in planning activities and experiences moving forward. It's all about helping them **shape the program** to better suit their **interests and needs**.

## Outings & Activities

- **First Day Brunch:** Reconnected after summer break and shared memories.
- **Scenic Ride:** Enjoyed a peaceful ride together, spotting deer, partridges, and more.
- **Apple Picking at Ferme Leduc et Filles:** Spent a wonderful time picking apples and appreciating nature.
- **Apple Crisp Making:** Prepared a delicious apple crisp together.
- **Banana Bread Competition:** Held a friendly team competition making banana bread.
- **Picnic and Gym at Deleage Park:** Enjoyed a relaxing picnic followed by activities using the gym structures at the park.

## Special moment

The special moment was the first day back, seeing everybody happy as always and laughing together, sharing memories of our summer.

NICHOLAS STEVENS CENTER



# Highlights from September Nicholas Stevens Centre



35<sup>e</sup> Édition

18 octobre 2024

# LA NUIT DES SANS-ABRI

L'itinérance : 100 visages

An evening to build and strengthen our solidarity with the people going through a period of homelessness. The objective is to fight prejudice and create a sense of belonging to society. Program: Booths for organisations, food, donations, music and awareness activities.

JOIN US!

1st edition in the Vallée-de-la-Gatineau

When: October 18th 2024

Where: Parc des Draveurs, Maniwaki

Time: 5pm to 9pm

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@nuitdessaabri #nsa #nuitdessaabri

[www.itinerance.ca](http://www.itinerance.ca)



LANUITDESANSABRI