



KITIGAN ZIBI ANISHINABEG

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

October 2, 2024

Dear Band Member,

This is to inform you that our next General Band Meeting will be held at the Community Hall Saturday October 26th, 2024 from 9:30am to 12 noon.

A meeting agenda will be sent to each household the week of October 21, 2024.

In the interim, if you have any issue that you want Council to address, please call or meet with me at the Band Office.

Chief Jean-Guy Whiteduck



TAGWÀGI-MAGOSHEWIN

FALL FEAST

Ondàs magoshedà

Come and Feast

***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

We will also have some local entertainment.

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

PRE-EMPLOYMENT SERVICES

ARE YOU ON SOCIAL ASSISTANCE?

BETWEEN THE AGES OF 18-64?

DO YOU WANT TO ACHIEVE YOUR GOALS?

ARE YOU LOOKING FOR PAID TRAINING?

\$100 INCENTIVE FOR COMPLETING APPLICATION

\$200 INCENTIVE FOR WORKSHOP ATTENDANCE

WORKSHOP

DATE CHANGE

OCTOBER 9, 2024 @ 9AM KZ BOARDROOM

- **NOVEMBER 18, 2024 @ 9AM KZ BOARDROOM**
- **DECEMBER 9, 2024 @ 9AM KZ BOARDROOM**

JERRIE LEA PRINTUP

(819) 449-5170 EXT 1402





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

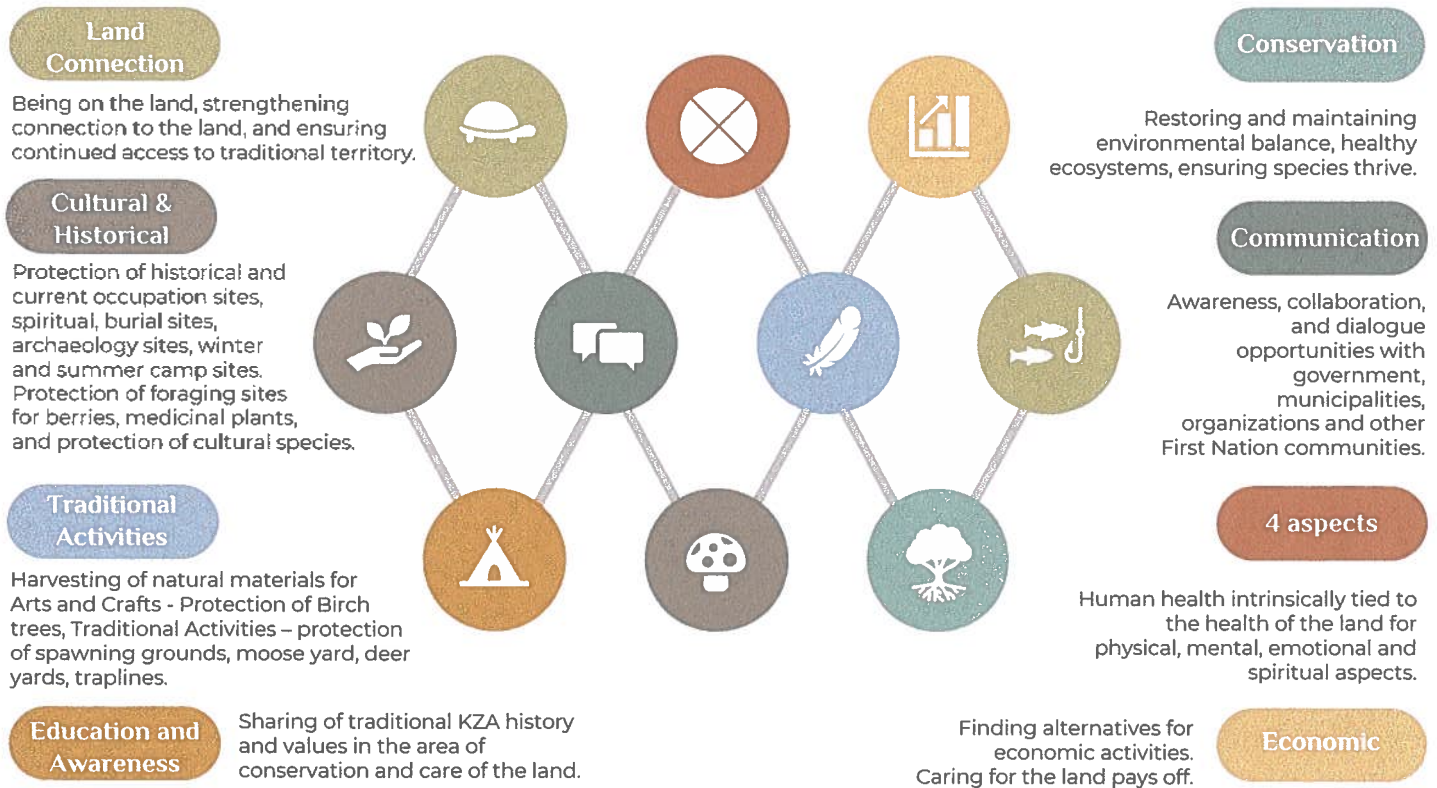
First Nations Human
Resources Development
Commission of Quebec



KITIGAN-ZIBI ANISHINABEG- LED

Regional Biodiversity Protection and Collaboration Initiative

WHAT IS THIS PROJECT ALL ABOUT?



The goal of this project is, as a first phase, to **identify potential areas for conservation within the region**, with input from community members and non-Indigenous partners. This project is being initiated by KZA, in collaboration with municipalities in the Outaouais region, the City of Gatineau the provincial and federal government, and other partners.

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.***

RESSOURCES DISPONIBLES EN JUSTICE

pour les Premières Nations et les Inuit

LA LOI, VOS DROITS : PARTICULARITÉS AUTOCHTONES | ÉDUCALOI

De l'information sur le processus judiciaire criminel ainsi que sur les testaments et les successions.

educaloi.qc.ca/dossier/particularites-autochtones



J'AI DES PROBLÈMES AVEC LA JUSTICE, PEUX-TU M'AIDER ?

Guide sur le processus judiciaire criminel et les droits des accusés membres des Premières Nations ou inuits, accompagné de vidéos :

- ♦ Le droit de garder le silence
- ♦ Plaider coupable
- ♦ Interagir avec les policiers
- ♦ Demander un rapport Gladue

educaloi.qc.ca/publications/guide-processus-judiciaire-criminel-droits-accuses-autochtones



QUAND UN ADO COMMET UN CRIME

Cette ressource répond à des questions sur des sujets comme :

- ♦ Responsabilité criminelle : dès l'âge de 12 ans
- ♦ Tu t'es fait prendre par la police. Que va-t-il se passer ?
- ♦ Adolescent et infraction criminelle : plusieurs suites possibles
- ♦ Les mesures données par les policiers
- ♦ Sanctions extrajudiciaires : pour éviter un procès
- ♦ Infraction criminelle : votre enfant a droit à un avocat

educaloi.qc.ca/categories/justice-penale-adolescent



INTIMIDATION ET CYBERINTIMIDATION : AIDE ET BANQUE D'OUTILS

Obtenir du soutien immédiat en textant le mot **PARLER** au **686868**.

Si tu t'identifies comme membre d'une Première Nation ou un Inuit, tu peux texter **PREMIÈRES NATIONS** ou **INUIT** au **686868**.

Quebec.ca/famille-et-soutien-aux-personnes/violences/intimidation/aide-outils-prevenir-contre-intimidation



INFO-AIDE VIOLENCE ET EXPLOITATION SEXUELLE

Aide immédiate : 1 877 717-5252

rqcalacs.qc.ca

Aide et ressources pour les membres des Premières Nations ou les Inuit victimes de violence :

Quebec.ca/famille-et-soutien-aux-personnes/violences/aide-ressources-autochtones

Rebâtir, service de consultation juridique sans frais pour les personnes victimes de violence sexuelle et de violence conjugale : 1 833 REBÂTIR

rebatir.ca (des services pour les Premières Nations et les Inuit y sont disponibles)



MÉTIERS DE LA LOI

Cette page comprend des informations sur les métiers suivants : avocat; notaire; technicien juridique; adjoint juridique; juge; paratechnicien judiciaire; auxiliaire judiciaire; policier; agent de probation; agent des services correctionnels; huissier de justice; interprète judiciaire; traducteur juridique; sténographe officiel.

educaloi.qc.ca/categories/metiers-loi



PROGRAMME EVE (CRIMINALITÉ ÉCONOMIQUE FÉMININE)

Programme gratuit, confidentiel et bilingue destiné aux femmes accusées d'infractions à caractère économique, consistant en une ou plusieurs séances de groupe. Disponible à Montréal et Gatineau.

elizabethfry.qc.ca/fr/services/programme-eve-criminalite-economique-feminine



PARDON ET SUSPENSION DE CASIER JUDICIAIRE

Service visant à aider les personnes à vérifier leur admissibilité au processus de demande de pardon ou de suspension de casier et à les accompagner dans leur démarche. Disponible à Québec, Montréal et Gatineau.

elizabethfry.qc.ca/fr/services/pardon-suspension-casier-judiciaire





Anishinàbemowin

GRAMMAR

CONTEST

Complete the following and drop it off at the Cultural Center or email a picture of it to odaminowin2021@gmail.com for your chance to win a prize at the end of 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 |



Congratulations to our September Crossword Contest Winners!

- 1. Stella Chabot – Solar Outdoor Lights**
- 2. Rose Morin – Cordless Phone Set**
- 3. Mandie Clause – Light Up Face Mirror**
- 4. Tash Mitchell – Starfrit Salad Spinner**
- 5. Bino Twenish – Outdoor Temperature Gauge**

**A new Grammar Contest for the month of
October - pluralization in Anishinàbemowin.**

Play to win!

**Màmidonendàn:
Abidjiton
Anishinàbemowin!**

BUILDING READERS®

How Families Can Help Children Become Better Readers

Kitigan Zibi Elementary School

Build your elementary schooler's literacy skills by encouraging pleasure reading

When children read often for pleasure, they strengthen their reading comprehension, vocabulary growth, spelling skills, grammar and background knowledge.

To promote reading for fun:

- **Suggest books you enjoyed** when you were young. Or, look for other titles by authors whose books your child has enjoyed.
- **Help your child find friends** who like to read. Encourage them to discuss books they enjoy. They could even start a book club.
- **Keep a supply of books** and articles on subjects that interest your child available all around your home.
- **Connect books and food.** Many adults enjoy reading at bookstore cafés. Create your own café at home. Bake a yummy treat, put out an array of reading materials, sit down with your child and spend some time snacking and reading.



A personal dictionary boosts vocabulary

Children are constantly seeing and hearing new words every day. How will they ever be able to remember them all? Suggest making a special dictionary to help.

Encourage your child to:

1. **Staple several pieces of paper** together to make a small notebook.
2. **Write down new or unfamiliar words** in the notebook. If the word appears in a printed text, have your child finish reading before moving on to the next step.
3. **Look up the words and add their definitions.** Consider including pictures to help illustrate the definitions.
4. **Review the dictionary regularly** and watch vocabulary grow!

Try a fall word game challenge

Play an autumn-themed version of a classic word game. To start, have your child think of a fall word—but not say it out loud! Then, your child should:

1. **Draw an outline of a pumpkin** and draw a line for each letter of the mystery word under it.
2. **Ask other players** to take turns guessing letters in the word. Your child should write the correct letters in their spaces. For each incorrect guess, add an eye, nose or mouth to the pumpkin until it's a jack-o'-lantern!



Explore many types of books

Learning about different types of writing makes reading more interesting. Together, search a library website to find at least one:

- **Mystery.**
- **Autobiography.**
- **Book of poetry.**
- **Historical novel.**
- **Science fiction tale.**
- **Reference book.**



Reading discussions strengthen comprehension

Children at all reading levels benefit from talking about what they read.

To start conversations:

- **Ask questions** about what your child is reading. What does your child think about it? Why?
- **Read the same material** as your child so you can have more in depth discussions about plot, characters, etc.



Enhance reading skills *and* math success

Did you know that reading skills can help with math assignments? When students have word problems for math class, they need to be able to deconstruct the text in order to understand what they are being asked to do.

To support math success, make sure your elementary schooler:

1. **Reads and understands the text.** Together, review key terms in math problems. For example, what do *increased*, *fewer than* or *difference* mean?
2. **Identifies what needs to be answered.** Encourage your child to read word problems carefully several times to understand what students are being asked to solve.
3. **Creates and solves the equation.** What elements of the question need to be added, subtracted, multiplied or divided to obtain the requested information?



Teachers can help you set reading goals

To best support your child's reading development, ask the teacher to help you set some goals. Ask about:

- **Reading level.** *Is my child meeting expectations for the grade? What kinds of reading materials are best? How can I tell if a book is the right level? How can I help my child strengthen reading skills?*
- **Reading habits.** Many teachers expect students to read for a certain amount of time each day. By working as a team (perhaps by maintaining a regular reading time), you and your child's teacher can instill the reading habits that lead to academic success.



Q: My elementary schooler has a journal but doesn't want to write in it. What should I do?

A: Journals are great for building reading and writing skills, but some kids don't want to write about their daily activities and feelings. They may respond to prompts.

Suggest your child start entries with sentences, such as: *If I could design a school, I would _____. If I could have one superpower it would be _____. If I wrote a book, it would be about _____.*

Encourage frequent writing

Reading and writing go hand in hand. To support writing efforts:



- **Let your child** try to fix writing errors before offering to help.
- **Comment on** what you like about the writing.
- **Encourage your child** to share writings with family members.
- **Save your child's writings** and find ways to display work.

For lower elementary readers:

- ***Itsy Mitsy Runs Away*** by Elanna Allen. Itsy Mitsy despises bedtime, so she decides to run away. But first, she must pack!
- ***Awesome Autumn*** by Bruce Goldstone. From the leaves turning color to days getting shorter, autumn is full of action!



For upper elementary readers:

- ***Grandmothers' Stories: Wise Woman Tales from Many Cultures*** retold by Burleigh Mutén. Enjoy a collection of folktales from countries all over the world, including Senegal, Germany and Japan.
- ***Johnny Appleseed: The Legend and the Truth*** by Jane Yolen. Go beyond the legend of Johnny Appleseed and learn the true story of John Chapman.

Building Readers®

How Families Can Help Children Become Better Readers

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 P.O. Box 7474, Fairfax Station, VA 22039-7474
 1-800-756-5525
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JOB OPPORTUNITY 1st 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

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 Kikinamagan Mikan, Maniwaki, Quebec J9E 3B4** or email at Dawn.cayer@kza.qc.ca The deadline is **October 18, 2024 at 11:00 am (EST)**.

For further information regarding this position contact the KZHSS Portfolio Holder, Victoria Tenasco at v_tenasco@hotmail.com or Celine Whiteduck at 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

KZHSS 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

<ul style="list-style-type: none"> ▪ 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	
	<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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.
Financial Resources:	<ul style="list-style-type: none"> ▪ Develops financial plans and presents budget forecasts for operational and maintenance expenditures to the Band

	<p>Council; allocates and monitors funding across program areas in accordance with funding agreements.</p> <ul style="list-style-type: none"> 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.
Material Resources:	<ul style="list-style-type: none"> 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. Care and custody of computers and peripherals for the sector. Care and custody of all KZHSS medical transportation and other vehicles. Care and custody of files to maintain and protect confidentiality of sensitive healthcare information. Coordinates and authorizes KZHSS building and site maintenance. (e.g. ventilation, power outages)

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

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

INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> Knowledge and awareness and the KZA culture and community. Theories and principles of program planning and service delivery Knowledge and understanding of KZA community health needs and related concerns Knowledge of various computer software programs conducive to an office setting.
Abilities:	<ul style="list-style-type: none"> Research, analytical, and decision-making skills. Planning, organization and coordination skills.

	<ul style="list-style-type: none"> ▪ Monitoring and reporting skills. ▪ Ability to develop and deliver presentations and to conduct negotiations. ▪ Ability to communicate orally and in writing. ▪ Ability to manage staff and financial resources. ▪ Ability to plan and manage project teams
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion and diplomacy ▪ Reliability ▪ Mental caliber to withstand or support emotionally-charged or potentially unpleasant 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
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle. ▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment; ▪ Must provide medical certificate of good health if considered for the position; ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired; ▪ Must follow all safety precautions and protocols.
Assets:	<ul style="list-style-type: none"> ▪ French verbal and written communication skills ▪ Ability to communicate in Algonquin.

EMPLOYEE/SUPERVISOR SIGNATURES	
<p>I CERTIFY THAT I HAVE READ, UNDERSTOOD AND ACCEPT THE RESPONSIBILITIES ASSIGNED TO THIS POSITION.</p>	
EMPLOYEE SIGNATURE	DATE
<p>I certify that this job description is an accurate description of the responsibilities assigned to this position. I approve the delegation of responsibilities outlined herein, within the context of the attached organizational chart.</p>	
SUPERVISOR SIGNATURE	DATE
<p><i>The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Additional related duties and responsibilities may be assigned if deemed necessary.</i></p>	



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 Team Leader
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 Auxiliaries 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 (Ordre 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 infirmieres auxiliaires du Quebec*.

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.
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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.



JOB OPPORTUNITY 3rd 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

SUMMARY:

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

Forward your Application to:

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

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

ENVIRONMENTAL FACTORS

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

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



a practice at the heart of communities

An Informal Caregiver is a family or friend who steps forward to help a person with daily tasks. Sometimes it may be for a short period of time, like after surgery, after an injury, or to allow the main caregiver time to rest. They provide an invaluable service to communities and often perform these duties on top of their own professional work, school, and family responsibilities.

Are you an informal caregiver?

- Do you assist: a parent(s), sibling, family member, friend, or neighbor?
- Who is dealing with a situation such as: loss of autonomy, chronic illness, cancer, intellectual disability, mental health, recovery after an accident or illness?
- With tasks like: grocery shopping, administering medication, housekeeping, escorting to appointments, or providing personal care (bathing, feeding, dressing)?

This year KZHSS would like to bring recognition to our community's informal caregivers. We are asking the community to nominate people who do this amazing work. We will need their name and a phone number for them so we can reach out to them for a short interview and invitation to the 1st Annual Care Giver Gala. Names can be left with the KZHSS Receptionist at 819-449-5593 from October 3-18, 2024.





a practice at the heart of communities



Waseya is a caregiver



COMMISSION DE LA SANTÉ ET DES SERVICES SOCIAUX
DES PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR
FIRST NATIONS OF QUEBEC AND LABRADOR
HEALTH AND SOCIAL SERVICES COMMISSION



a practice at the heart of communities

Alex is a caregiver



COMMISSION DE LA SANTÉ ET DES SERVICES SOCIAUX
DES PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR
FIRST NATIONS OF QUEBEC AND LABRADOR
HEALTH AND SOCIAL SERVICES COMMISSION

The poster features a light beige background decorated with various autumn-themed illustrations. At the top, there are several colorful leaves in shades of purple, orange, and yellow, along with a small blue flower. On the left and right sides, there are green vines with yellow and brown leaves. Several pumpkins are scattered throughout: a large jack-o'-lantern with a smiling face on the left, a smaller pumpkin with a sad face at the top right, a pumpkin with a surprised face in the middle right, a pumpkin with a sad face at the bottom left, and a pumpkin with a smiling face at the bottom right. The main title is written in a large, bold, orange, hand-drawn font.

PUMPKIN CARVING ACTIVITY

LOCATION: COMMUNITY
HALL, 311 RUE FAFARD

OCTOBER 19th, 2024

FROM 1 PM - 3 PM

BRING YOUR FAMILY &
COME ENJOY AN AFTERNOON
TO SOOTHE YOUR CRAVING
TO DO CARVING.

REGISTER WITH THE RECEPTIONIST
@ HEALTH CENTRE BY FRIDAY

OCTOBER 10TH @ 11:30 am

819-449-5593

HALLOWEEN

OUTSIDE

DECORATIONS

CONTEST

1st
2nd
3rd
place

Oct 29
judges will
be going
around to
judge.
(evening
time)

**REGISTER YOUR NAME
& ADDRESS WITH THE
KZHSS RECEPTIONIST.
DEADLINE OCT 24, 2024**



HALLOWEEN COSTUME CONTEST

Adult's only
18+

On October 31, 2024 you send in a picture of the costume you are wearing. Three categories: Original, Scariest & Funniest (only one category per person). You can send the picture through email at natasha.mitchell@kza.qc.ca or through messenger Tash Mitchell. Please say which category and your name when you send it. Deadline Oct 31, 2024 at 10:30 p.m.



HALLOWEEN COSTUME Contest

0 to 17 years
old only.
Family needs
to have a
child in the
picture.

Original

Scariest

Funny

Family

ON OCTOBER 31, 2024

Send in a picture of your
child in their costume (only
1 entry per child). Family
category 1 per entry. Send
picture to

natasha.mitchell@kza.qc.ca
or messenger Tash Mitchell.

Please say which category
and name of the child or
family. Deadline to send
picture Oct 31 at 10:30 p.m.





CENTRE WANAKI CENTRE

📍 50 Wanaki Mikan ✉ P.O. Box 37, Maniwaki (Qc) J9E 3B3
☎ 819-449-7000 📞 1-800-745-4205 📠 819-449-7832
✉ reception@wanakicentre.com 🌐 www.wanakicentre.com
📱 @centrewanakicentre 📱 @wanakicentre 📱 @WanakiCentre

ADMISSIONS:
☎ 819-449-7000, ext 4227
📠 819-449-2007
✉ admissions@wanakicentre.com

Call for Tender: Plowing Contract

2024-2025 Snow Removal Contract for the Wanaki Center

September 13, 2024

Issued by: Wanaki Centre

Contact Information:

Angela Miljour, Executive Director

Angela.miljour@wanakicentre.com

Office : 819-449-7000 (ext 4236)

Mobile : 819-334-0201

1. The Wanaki Centre is seeking tenders for a plowing contract for the upcoming winter season. This contract will cover the plowing and sanding of designated areas to ensure safe and accessible roadways and parking lots. In addition to shoveling emergency exits.

2. Scope of Work

The successful bidder will be responsible for the following:

- Plowing and sanding (when required) of parking lots, around the building and Circle location around the sweat lodge and tipi
- Timely response to snowfall events.
- Maintenance of clear access for emergency vehicles.
- Shoveling Emergency exits

3. Contract Duration

The contract will commence on the first snow fall (November 1, 2024) and will end on (March 31st 2025) with options for renewal subject to performance and mutual agreement.

4. Eligibility Criteria

Bidders must meet the following criteria:

- Proven experience in snow removal and plowing services.
- Equipped with necessary machinery, materials and tools.
- Ability to shovel decks and large spaces (around the tipi and brush of ice and snow from tipi)

5. Submission Requirements

Interested bidders must submit the following:

- Company profile and references.
- Proof of insurance and relevant licenses.
- Cost and service breakdown

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

Parcours de guérison culturelle de qualité offert aux Premières Nations et Inuit.



6. Submission Deadline

All tender submissions must be received by October 18th, 2024 at 4:00 pm.

7. Submission Method

Submissions can be sent via [email/mail drop off at the centre] to the contact information provided above.

8. Evaluation Criteria

Tenders will be evaluated based on:

- Cost competitiveness.
- Experience and qualifications.
- Proposed timeline and methods.
- Availability and flexibility

9. The conditions of the contract are;

- ~ When it snows 3 inches the contractor is responsible to have the parking lot cleaned and sanded.
- ~ When it snows during the evening or early morning the contractor must complete snow removal by 7:30am. When it snows 4 inches during any given day the contractor must clean the parking lot to ensure access for emergency vehicles. The contractor must notify someone within the Wanaki Center upon their arrival to get the vehicles removed from the parking lot.
- ~ During heavy continuous snowfalls the contractor is required to keep the parking lot cleaned anytime it continues to snow over 4 inches.
- ~ The yard must be sanded and salted by the contractor when icy conditions occur.
- ~ Snow cannot be pushed beyond the parking curb, on the lawn area or in front of the treatment centre, schedule large snow removal to ensure adequate space throughout the winter.
- ~ The contractor must remove snow banks if they are creating visibility problems; or accessing the parking lot or entrances this is at the discretion of the Center.
- ~ The contractor needs to be able to be reached in the case of an emergency.
- ~ The contractor must confirm and show proof of proper commercial insurance and license.
- ~ If the Contractor does not respect the above terms and conditions of the contract, and if the center has to contact another contractor to remove the snow. The total expenses will be deducted from this monthly payment contract.

Payment:

This includes snow and slush removal and sanding or salting of the parking lot when necessary. Payments will be issued on the last day of each month.

NOTE: If services are required after the contract ending date of March 31, 2025 a fee per service call must be indicated in your bid.

10. Questions

Any questions regarding this tender must be submitted by October 11, 2024 to angela.miljour@wanakicentre.com or by phone at 819-449-7000 ext 4236.

Migwech

Appel d'offres : Contrat de déneigement

Contrat de déneigement 2024-2025 pour le Centre Wanaki

13 septembre 2024

Délivrée par : Wanaki Centre

Coordonnées :

Angela Miljour, Directrice Générale

Angela.miljour@wanakicentre.com

Bureau : 819-449-7000 (poste 4236)

Cellulaire : 819-334-0201

1. Le Centre Wanaki est à la recherche d'appels d'offres pour un contrat de déneigement pour la prochaine saison hivernale. Ce contrat couvrira le déneigement et le sablage des zones désignées afin d'assurer la sécurité et l'accessibilité des routes et des stationnements. En plus de pelleter les sorties de secours.

2. Portée des travaux

Le soumissionnaire retenu sera responsable de ce qui suit :

- Déneigement et dégagement de glace (au besoin) des stationnements, autour du bâtiment et de l'emplacement du cercle autour de la hutte de sudation et du tipi
- Intervention rapide en cas de chutes de neige.
- Maintien d'un accès dégagé pour les véhicules d'urgence.
- Pelleter les sorties de secours

3. Durée du contrat

Le contrat commencera à la première chute de neige (1er novembre 2024) et se terminera le (31 mars 2025) avec des options de renouvellement sous réserve de performance et d'accord mutuel.

4. Critères d'admissibilité

Les soumissionnaires doivent répondre aux critères suivants :

- Expérience avérée dans les services de déneigement.
- Équipé de la machinerie, du matériel et des outils nécessaires.
- Capacité à pelleter les galeries et les grands espaces (autour du tipi et des broussailles de glace et de neige du tipi)

5. Exigences de soumission

Les soumissionnaires intéressés doivent soumettre les documents suivants :

- Profil et références de l'entreprise.
- Preuve d'assurance et licences pertinentes.
- Frais et détail des services

6. Date limite de soumission

Toutes les soumissions doivent être reçues avant le 18 octobre 2024 à 16h00.

7. Méthode de soumission

Les soumissions peuvent être envoyées par [courriel/courrier déposé au centre] aux coordonnées fournies ci-dessus.

8. Critères d'évaluation

Les offres seront évaluées en fonction des critères suivants :

- Compétitivité des coûts.
- Expérience et qualifications.
- Calendrier et méthodes proposés.
- Disponibilité et flexibilité

9. Les conditions du contrat sont les suivantes :

- ~ Lorsqu'il neige 3 pouces, l'entrepreneur est responsable de faire nettoyer et sabler le stationnement.
- ~ Lorsqu'il neige en soirée ou tôt le matin, l'entrepreneur doit terminer le déneigement avant 7 h 30. Lorsqu'il neige 4 pouces au cours d'une journée donnée, l'entrepreneur doit nettoyer le stationnement pour assurer l'accès aux véhicules d'urgence. L'entrepreneur doit aviser quelqu'un à l'intérieur du Centre Wanaki à son arrivée pour faire retirer les véhicules du stationnement.
- ~ Lors de fortes chutes de neige continues, l'entrepreneur est tenu de garder le stationnement propre chaque fois qu'il continue de neiger sur 4 pouces.
- ~ La cour doit être poncée et salée par l'entrepreneur lorsque des conditions glacées se produisent.
- ~ La neige ne peut pas être poussée au-delà du seuil de stationnement, sur la pelouse ou devant le centre de traitement, prévoyez un grand déneigement pour assurer un espace suffisant tout au long de l'hiver.
- ~ L'entrepreneur doit enlever les bancs de neige s'ils créent des problèmes de visibilité ; ou l'accès au parking ou aux entrées, cela est à la discrétion du Centre.
- ~ L'entrepreneur doit être joignable en cas d'urgence.
- ~ L'entrepreneur doit confirmer et présenter une preuve d'assurance commerciale et de licence appropriées.
- ~ Si l'entrepreneur ne respecte pas les termes et conditions ci-dessus du contrat, et si le centre doit contacter un autre entrepreneur pour enlever la neige. Le total des dépenses sera déduit de ce contrat de paiement mensuel.

Paiement :

Cela comprend l'enlèvement de la neige et de la gadoue ainsi que le ponçage ou le salage du stationnement si nécessaire. Les paiements seront émis le dernier jour de chaque mois.

REMARQUE : Si des services sont requis après la date de fin du contrat, soit le 31 mars 2025, des frais par appel de service doivent être indiqués dans votre soumission.

10. Des questions

Toute question concernant cet appel d'offres doit être soumise d'ici le 11 octobre 2024 à angela.miljour@wanakicentre.com ou par téléphone au 819-449-7000 poste 4236.

Migwech



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

Holy Rosary
Next Mass
OCTOBER 6, 2024
11:00 AM



WELCOME

Mass for: For all the parishioners.

For all the souls in purgatory.

From Maire Reine