



KITIGAN ZIBI ANISHINABEG

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

KZA CASUAL EMPLOYMENT 2025

To: KZA Members:

From time to time, there is a need for the services of temporary staff to perform work in different areas within the various sectors of KZA, as well as employers from outside the community, on a <u>short term</u> basis. Some examples of short-term replacements needed:

- Office support
- Janitorial replacement
- Flyer delivery
- Working with children
- Working with elderly
- Daycare workers
- To name a few

There is a list of Casual Employment, which is updated and renewed every fiscal year on April 1. An application form must be completed to be put on the list.

Should you wish your name to be added to our casual employment list, please fill out the attached application form, and drop it off at the KZA Community Services Administration Office Reception. Kindly attach your most recent resume. Additional applications can also be picked up at the KZA Administration Office reception.



KITIGAN ZIBI ANISHINABEG APPLICATION FOR CASUAL EMPLOYMENT

FOR OFFICE USE ONLY:	Date Received:	Exp. Date:	Initials of Rep.:	

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Signature:			Date:		



Kà-Nàgadawenindamodjig Akì, Nibì ashidj Awesìnzag Land, Water and Animals Advisory Committee 313 Fafard St. Maniwaki Quebec, J9E-3B1

819-449-5170 ext: 1850

November 25, 2025

The Land, Water and Animals Advisory Committee have concerns regarding the disposal of moose parts and hides blatantly within our community and near residents' homes.

The concerns of the committee are for the safety of our family members, children, our family pets and farm animals. With a growing population of coyotes, wolves and an introduction to mix coyotes/wolves, we must be careful when disposing of moose parts, especially near homes.

The practice of harvesting moose is to use most to all of the moose. Meat to feed families and friends, fur and hide to make into clothing and footwear, bones for good bone soups and toys/games.

The Land, Water and Animals Advisory Committee would like to recommend donating any unused moose meat or parts to donate to community members that work with hide and fur, artisans that create beautiful crafts, donations of extra meat to the elderly, Kiweda or to those that would like to have moose meat but cannot hunt anymore.

If you are not sure who to contact to make donations, or need information, feel free to contact the Land, Water and Animals Advisory Committee Coordinator, Mariette Buckshot at:

819-449-5170 ext: 1850

Or

LWAAC.Coordinator@kza.qc.ca



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819-449-5170 ext: 1850

November 25, 2025

Partridge Hunt Report Held on Saturday, November 22, 2025

On Saturday, November 22, 2025, the Land, Water and Animals Advisory Committee invited community members to take part in a community partridge hunt in La Verendrye Park and a meal at Kokom's Kitchen in Maigan-Ajik. This gives community members the chance to view our territory and experience hunting for partridges and visit our neighbors, hear about the connections of their family with some of KZ members, and we had the chance to enjoy a homecooked meal.

Unfortunately, we were not successful in harvesting partridge.

The Land, Water and Animals Advisory Committee would like to Thank:

Ricky Odjick for opening his cabin as a meet-up place

And

Kichi Mìgwech to Kokom's Kitchen for the great food.

Participation prize winner of an electric snow shovel was Lola Odjick

Winners of the 3 gift bags filled with 1 pair each women and men socks, a tin of cookies, small pack of different flavored hot chocolate, set of hot chocolate mugs and a \$50.00 gift card to KZ gaz and KZ freshmart. Raymond Groulx, Gilles Brazeau and Lacey-Jacko

This activity, we had a total of 12 adults, and 5 youth joined the activity.

Photos

















Kitigan Zibi Anishinabeg CONTRACT OPPORTUNITY

POSITION: French Translator

SECTOR: Kitigan Zibi Community Services – Natural Resource & Wildlife Office (NRWO)

TERM: 16 weeks – December 1, 2025 – March 31, 202

RATE: \$32.80/hr - \$40.97/hr, based on industry standards for 35 hours/week

OVERVIEW:

The Natural Resources and Wildlife Office (NRWO) is currently accepting applications for a French translator for a 16-week contract. The selected candidate will work under the supervision of the NRWO Manager to support Kidjīmāninān's communications team with written translations (English to French) and light event planning tasks.

Approximately 80% of the role involves **translating written materials** (including website text, blog articles, and social media posts, and other communications) **from English to French**. The remaining 20% includes light administrative support for an event in late-March.

Mandatory Requirements

- Native or near-native fluency in French, with excellent written command
- Strong ability to translate nuanced English communications into clear, natural sounding Quebec French
- Experience in professional translation or communications (min 2 years) preferred
- Excellent attention to detail and ability to meet deadlines
- Strong organizational and administrative skills
- Comfortable working collaboratively in a small, mission-driven team
- Ability to work remotely with reliable internet access (hybrid remote/in-office role)

If you are interested in applying for this position and meet the above criteria, please send a letter of interest, updated resume, and three references to Erik Higgins, Natural Resource and Wildlife Office by Thursday, November 27, 2025 at 3:00pm.

Applicants must demonstrate they meet the basic requirements. There will be no interviews. Applicants will be screened based on a checklist of all requirements, resume, and references. Preference will be given to the Kitigan Zibi Band Members in accordance with Kitigan Zibi Anishinabeg's Preferential Hiring Policy.



2025 ELECTIONS 2025 DECEMBER 3, 2025 / 3 DÉCEMBRE 2025



POSITIONS IN ELECTION / POSTES EN ÉLECTIONS

GRAND CHIEF / GRAND CHEF

Savanna McGregor

Verna Polson

WOMEN'S REPRESENTATIVE / REPRÉSENTANTE DES FEMMES

Shirley Tolley

Robin Decontie

ELDER'S REPRESENTATIVE / REPRÉSENTANT DES AÎNÉS

Jimmy Hunter

Oscar Kistabish

Gilbert W. Whiteduck

ELECTED BY ACCLAMATION/ ÉLUS PAR ACCLAMATION

Vice-Grand Chief/Vice Grand-chef

Kathleen Jerome

Youth representative/ Représentant des jeunes

Mercedes Côté

Information on candidates and elections / Informations sur les candidats et les élections

https://aantc-elections-ctnaa.ca

December

3

Décembre 2025

Poll location / Lieu de votation

For KZA Voters:

315 Fafard Street, Downstairs (Purple door)
Entrance across from Esso Gaz, Old Ode Building
For Info: Tina Dewache, Electoral Officer
819-449-5170 ext 1007

From 9 am to 6 pm/ De 9h à 18h

lease make copies and post on our Community Bulletin Board



Join the team at Rogers Sports & Media Indigenous Video Journalist

CityNews is seeking Indigenous journalists to join an all-Indigenous news team spanning the country. Be part of an Indigenous-led team charting its own path and building something great.

Working in our television newsrooms, you will bring an Indigenous lens to reporting on all local issues and topics, as well as focusing on storytelling related to Indigenous communities and peoples.

Financial support for French language training and videographer skill development will be provided as part of this role

To be part of this team, you must be a member of one or more of the following three groups of Indigenous peoples:

First Nations (status and non-status), Métis, or Inuit.



For more information or to apply, we invite you to visit:

GoToApply.ca/Rogers-Journalist





WE NEED UNITY 10 COMMUNITY VOICES!

Do you care about our land and waters? Do you want to help protect them for future generations?

> Kidjīmāninān is looking for 10 community members to take part in a special project!

WHAT YOU WILL DO

Talk with 8 friends or family members Record conversations about the changes they see on the land Ask them what they think should be protected and how we can help the land

Meet with our Community Engagement Facilitator and give them your recordings!



- Your voice will help guide future land protection
- You'll help gather real stories from our community
- You'll be part of something meaningful that supports our land and waters
- You can make a big difference just by talking with people you know!

A Mandatory Orientation session for Community Leads will take place on: December 17 (main session) December 19 (backup session)

Community Leads and their participants will be compensated for their time and work.

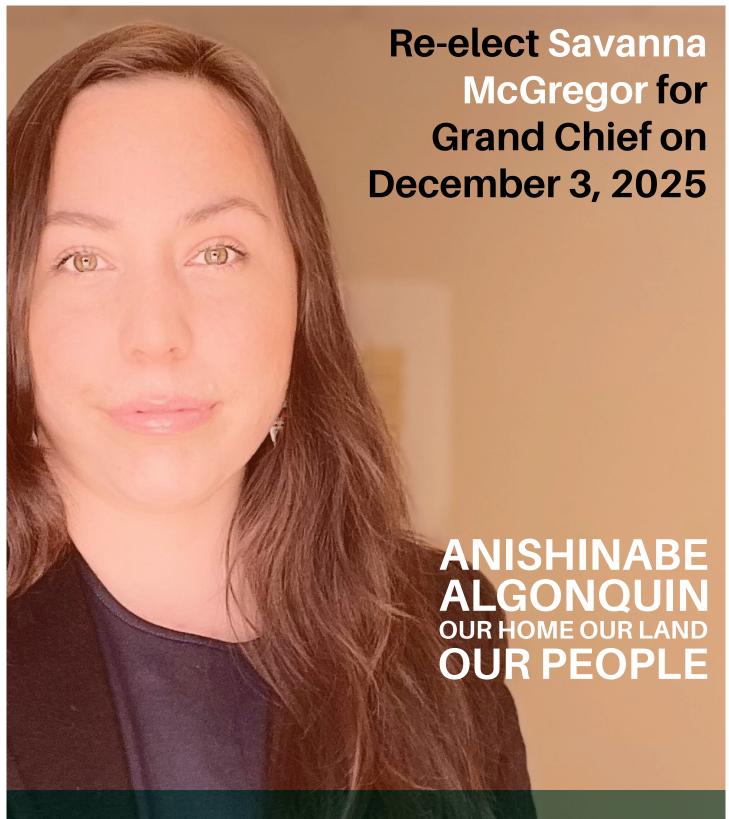
More details will be shared with those selected.

INTERESTED? Apply by December 5, 2025 and help shape the future of our land and territory



Name:				
Address:				
Phone Number:				
Zillala				
Why would you like	to participate	e as a Comm	unity Lead?	

PLEASE SUBMIT YOUR APPLICATION TO THE KZA NATURAL RESOURCE & WILDLIFE OFFICE



Protecting and defending our Anishinabe Algonquin identity
Upholding the rights of our Nation members at federal and provincial levels
Increasing our Nation's visibility at home and abroad
Building unity within our communities and alliances with neighbouring Nations
Defending our Nitakinan, our homeland
Vote for the continuation of a defender of our Nation | Savanna McGregor





Protéger et défendre notre identité anishinabe
Protégeant les droits des membres de notre nation au niveau fédéral et provincial
Accroître la visibilité de notre nation sur le plan national et international
Poursuivre le travail d'unité avec nos communautés et renforcer les alliances avec nos nations avoisinantes
Défendre les frontières de notre Nitakinan, notre terre mère
Vote pour la continuité d'une militante engagée de notre nation | Savanna McGregor



VOTE ROBIN DECONTIE

For the **Women's Representative**

ALGONQUIN ANISHINABEG NATION TRIBAL COUNCIL

I WOULD LIKE TO THANK ANNA COTE OF KITIGAN ZIBI, AND BETSY PIEN OF LONG POINT (WINNEWAY) FOR NOMINATING ME FOR THE WOMEN'S REPRESENTATIVE POSITION ON OUR ALGONQUIN ANISHINABEG NATION TRIBAL COUNCIL. I AM HONOURED THEY NOMINATED ME, AND I AM GRATEFUL FOR THEIR ACKNOWLEDGEMENT. I ONLY HOPE TO DO RIGHT BY THEM. MIGWETCH.

I AM NOW APPROACHING MY SENIOR YEARS, AND THROUGHOUT MY LIFETIME I HAVE HAD THE HONOUR TO SERVE IN MANAGEMENT POSITIONS AND ON INCORPORATED BOARDS. I AM GLADLY SHARING 2 LETTERS OF REFERENCE FROM CHIEFS OF BOTH COMMUNITIES WHEREIN I CARRIED OUT MANAGEMENT POSITIONS. I AM GRATEFUL FOR THE ADMINISTRATION AND LEADERSHIP EXPERIENCES I HAVE GAINED ALONG THE WAY. IT HAS BROADENED MY NETWORKING CAPACITY FOR CONTRIBUTING TO SYSTEMIC CHANGE IN QUEBEC FOR OUR PEOPLE, I WOULD LOOK FORWARD TO CONTINUING THIS WORK. I CONSIDER MYSELF A LIFELONG LEARNER, AND I LOOK FORWARD TO FUTURE LEARNING KNOWING THERE IS ALWAYS MUCH MORE TO LEARN.

AFTER ACCEPTING THIS NOMINATION, AND THEN WATCHING HOW THE MARK CARNEY GOVERNMENT OF CANADA WILL BE SCALING BACK ON FIRST NATIONS FUNDING TO COMMUNITIES IN ITS FEDERAL BUDGET OF 2026, I AM LOOKING TO THIS ROLE AS ONE THAT NEEDS TO BE RESOURCEFUL. THERE MAY BE CHALLENGING TIMES AHEAD AND I AM NOT GOING TO MAKE MANY PROMISES THAT MAY NOT BE REALISTIC AND MAY NOT COME TO FRUITION.

I WOULD LIKE TO ENGAGE IN COMMUNITY BASED CONVERSATIONS WITH WOMEN GROUPS TO ENGAGE IN ADVOCATING FOR SYSTEMIC CHANGE, ALONGSIDE OUR CHIEFS LEADERSHIP, TO MEET OUR NEEDS AS YOUTH, MOTHERS, AUNTS, AND GRANDMOTHERS. THERE IS STRENGTH IN NUMBERS WHEN WE UNITE AND COLLABORATE TOGETHER AS DIVERSE GROUPS. I'M A STRONG BELIEVER IN THAT.

COMMUNITY WOMEN ALSO NEED ORGANIZED UPDATES TO KNOW WHAT WORK IS BEING CARRIED OUT FOR THEM, AND HOW THIS ADVOCACY IS RESULTING, AND WHAT CAN BE NEXT STEPS. IF I AM TO BE VOTED INTO THIS POSITION, I WOULD CREATE A NEW EMAIL ADDRESS TO BE COMMUNICATED WITH DIRECTLY FOR THIS ROLE.

TO VOTE ONLINE YOU MUST EMAIL A PICTURE OF YOUR STATUS CARD TO ELECTIONS@AANTC-CTNAA.CA BY NOVEMBER 26 TO BE EMAILED BACK A PIN CODE FOR DECEMBER 3 VOTING. OR YOU CAN VOTE IN-PERSON AT YOUR LOCAL COMMUNITY VOTING STATION ON DECEMBER 3RD, 2025.

MIGWETCH FOR TAKING THE TIME TO READ THIS, I APPRECIATE IT.
MS. ROBIN DECONTIE
HONS BSW, B.ED., MSW
OTSTCFO AND CFNHM



KITIGAN ZIBI ANISHINABEG

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

August 12th, 2024

From: Chief Dylan Whiteduck

Re: Letter of Reference for Robin Decontie

To Whom This May Concern;

This is a letter of reference for Robin Decontie, B.S.W., B.E.D., MSW.

I would like to acknowledge the efforts of Robin Decontie who worked for Kitigan Zibi Health and Social services from frontline work capacities to administration into the Directorship role since 1998 to 2022. In addition, she served the community with the utmost respect and integrity.

Throughout her years during her work, she displayed commitment and dedication in her roles at our health centre. She worked collaboratively with the different administration sectors of the community, and made her best effort to make constructive community changes with the resources at hand. She successfully worked with outside organizations representing our health and social services professionally. She served on Boards of Directors as a delegate for Kitigan Zibi. Also, she was responsible and honest in the financial responsibilities she was mandated to oversee. She was trusted to oversee materials and fiscal affairs as all our administrative Directors were, and fulfilled those responsibilities to the best of her abilities.

I trust this affirmation will assist Robin in her future endeavors.

Sincerely

Chief Dylan Whiteduck Kitigan Zibi Anishinabeg Docusign Envelope ID: 615F5B29-5DC6-48A6-9707-A5BFFB784342



MITCHIKANIBIKOK INIK

Algonquins of Barriere Lake Les Algonquins du Lac Barrière

Kitiganik • Rapid Lake - Lac Rapide, Qc J0W 2C0 Téléphone: (819) 435-2181 Fax: (819) 435-2181

November 23, 2025

Greetings from Kitiganik:

This is a letter of reference for Robin Decontie.

Robin Decontie worked for our members of the Algonquins of Barriere Lake (a.k.a. Kitiganik, or Rapid Lake) from April 2023 to April 2025 as the community Director General. During that time, she was highly dedicated to her job with carrying out challenging remote work conditions. She has a strong skill base and work ethic that helped our community administration out of some very challenging circumstances. Robin treats community people with integrity and respect as she takes this very seriously. Her strengths were quite helpful in assisting our community in the initial stages of transitioning from co-management operations to autonomous operations under Chief and Council.

It was unfortunate she could not stay with us longer in the DG role under her own accord, however we appreciate her professional assistance when she is able to work for us.

I know Robin will give her best efforts to measure up to expectations of achieving goals of organizations in using the resources at hand to the best of her ability. We wish Robin the very best and it is a continued pleasure to work with her.

Milgwetch,

--- DocuSigned by

Casey Ratt

Chief Casey Ratt

Algonquins of Barriere Lake

BARRIERE LAKE INDIAN GOVERNMENT • GOUVERNEMENT AUTOCHTONE DU LAC BARRIÈRE



JOB OPPORTUNITY

OPEN UNTIL FILLED

November 27, 2025

POSITION: LOCATION: NNADAP Substance Abuse Worker Kitigan Zibi Health and Social Services

WORK SCHEDULE:

35 hours a week (varied schedule)

TERM:

Indeterminate – Full Time (6-month probationary period)

SALARY:

Level 5 (range based on experience)

DUE DATE:

Open until filled

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.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: **cover letter**, **updated resume**, **copy of your degrees and/or diplomas/certificates**, **three** (3) **work references** and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the (KZHSS) Health Center.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca

Phone: 819-449-5593 ext. 2015

Location: KZ Health Centre (8 Kikinamage Mikan, Maniwaki, QC J9E 3B1)

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must posses the basic requirements at the time of the deadline. Band Council reserves that right 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 regarding the candidates who pass the interview process.

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 (Range negotiable)

in accordance with the KZA Human Resource Policy

Immediate Supervisor: KZHSS Director

Date of Job Description: May 2025

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 and other partner organizations.
- Liaises and partners 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 and other partner organizations 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	 Manages medium to high level stress and multi-tasks daily;
Physical Effort:	 Mental alertness to changing and challenging situations;
	 Strong interpersonal mental health;
1	 May be required to intervene in precarious situations.
Working Conditions:	 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	 Proof of completion of College Level training in Addictions
Experience	Studies or related studies with experience in human
	sciences.
	INCUMBENT COMPETENCIES
Knowledge:	 Knowledge and awareness and the KZA culture and
	community.
Abilities:	 Ability to communicate orally and in writing in English.
	Computer literacy skills.
Personal Suitability:	 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.
	*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
Certification/Licenses	 drugs or alcohol). Valid driver's license for the duration of employment;
to maintain for	An employee must have three years driving experience and
duration of	the age of 21 in order to be an insured driver with a KZA
employment:	band vehicle.
on ploymont.	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 heath 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:	 Ability to communicate in French and Algonquin.



JOB OPPORTUNITY

November 26, 2025

POSITION:

Nicholas Stevens Centre Head Monitor

LOCATION:

Nicholas Stevens Centre

WORK SCHEDULE: 40 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 5 (\$53,594.10 - \$67,003.99)

Starting Range (0 to 5) to be determined

SUMMARY:

Under the supervision of the KZHSS Director or Designee, The Nicholas Stevens Centre Head Monitor will assume various responsibilities such as developing and delivering activities that promote independent living, promote healthy lifestyle, prevention teachings and social activities.

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 forward your:

- a) Updated resume,
- b) Proof of education/training.
- c) Three references, and
- d) A copy of your driver's license

To the attention of:

Myra Dumont – Human Resources Advisor. Kitigan Zibi Health Centre. 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B4 or email at myra.dumont@kza.qc.ca or HR.advisor@kza.qc.ca

FAX: 819-449-7411

The deadline is December 11, 2025 at 4:00 pm (EST).

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



Nicholas Stevens Centre Head Monitor Job Description

GENERAL INFORMATION

Job Title: Nicholas Stevens Centre Head Monitor

Category: Professional

Sector: Kitigan Zibi Health & Social Services

Location: Nicholas Stevens Centre Terms: Indeterminate (full-time) Hours: 40 hours per week

Salary: Level 5 (Range negotiable)

Immediate Supervisor: KZHSS Director or Designee

Date of Job Description: November 2025

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

Under the Supervision of the KZHSS Director or Designee, the Nicholas Stevens Centre Head Monitor will assume various responsibilities such as developing and delivering activities that promote independent living, promote healthy lifestyle, prevention teachings and social activities.

KEY DUTIES

- Facilitates and monitors the overall delivery of social, recreational and daily living activities at the centre, programs and education in individual/group settings while at the program; ensures activity logistics are properly attended to (contacting of volunteers, purchase supplies).
- Assists clients with activities of daily living when required.
- Actively listens and responds to client and family requests/concerns within the scope of services provided; advocates for NSC participants rights/concerns.
- Meets with families regularly; coordinates and assists in fundraises when required for special activities.
- Provides outreach to all KZA community members with disabilities.
- Ensures regular cleaning schedule is carried out, disinfect and sanitize the Nicholas Stevens Centre building according to infection prevention and control principles and procedures:
 - Collects and disposes of garbage and recyclables in appropriate bins.
 - Sweeps and washes floors.
 - Cleans, disinfects and sanitizes all surfaces.
 - Cleans, disinfects and sanitizes furniture and surfaces using appropriate products.
 - Cleans interior windows where accessible.

- Stocks sanitation supplies/dispensers (e.g. toilet paper, hand sanitizer); inspects, reports and follows up on any safety hazards.
- Responsible for alarm system (e.g. receiving calls from the Alarm Company).

KNOWLEDGE AND SKILLS

 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.

CONTACTS

- Establish and maintain a working relationship with community resources, community members and partners (nurses, social workers, committee members etc.).
- Informs Assistant Director/Director of any issues/concerns.

MANAGERIAL/SUPERVISORY		
Human Resources:	 Coordinates efforts to encourage community and parent volunteers. 	
	 Supervise staff, volunteers and work placements. 	
Financial	 Makes purchases for the centre (e.g. groceries and program 	
Resources:	supplies).	
	 Controls costs through economical utilization of all resources; 	
	 Plans, coordinates and assists in fundraising activities. 	
Material Resources:	 Responsible to monitor and maintain activity materials. 	

	ENVIRONMENTAL FACTORS
Psychological and Physical Effort:	 Works collaboratively as part of a team and independently as required.
Working	 Works mainly within workshop setting;
Conditions:	 May be required to make home visits;
	 Activities within and outside of the KZA community;
	 May be required to work outside of normally scheduled
	hours, depending on type of planned activity;
	 Will be required to use KZHSS vehicle;
	 The incumbent of this position may come into contact with
	communicable disease, body fluids such as vomit, blood,
	spittle, urine and feces.

	INCUMBENT QUALIFICATIONS
Education and Experience	 Certificate in the area of Health Care Aide, Development Services Worker, Personal Support Worker, Home Care Assistance or equivalent with a minimum of two years working with adults with disabilities.
	INCUMBENT COMPETENCIES
Knowledge:	 Knowledge and awareness and the KZA culture and community.
Abilities:	 Monitoring and minor reporting skills.
	 Ability to communicate orally and in writing.
	 Ability to manage financial resources.

Personal Suitability:	 Discretion, diplomacy, and confidentiality; Reliability; Ability to maintain healthy professionalism and respect for staff, colleagues and clients; Ability to establish and maintain effective working relations with multiple stakeholders.
Certification/Licenses to maintain for duration of employment:	 Valid Quebec driver's license Class 4 B for the duration of employment. (An employee must have three years driving experience and be the age of 21 in order to be an insured driver with a band vehicle) or will acquire within 3 months of being hired. 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. 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. Legally able to work in Canada.

ją i by

!! UPDATE!!

KZHSS FLU & COVID-19 VACCINATION CLINIC



Date: December 4, 2025

Time: 1:00 pm - 6:00 pm

Location: Community Hall

Age: 14 years & older

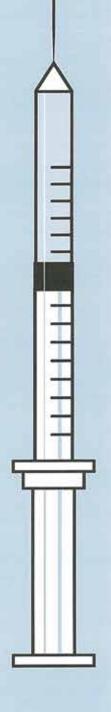
Date: December 11, 2025

Time: 1:00 pm - 4:30 pm

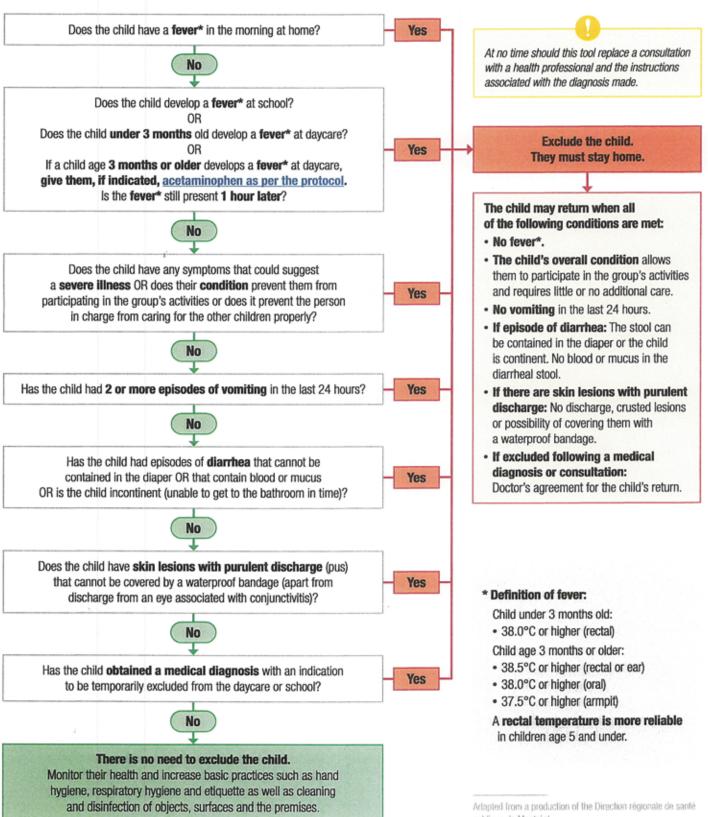
Location: Community Hall

Age: 6 months & older

- Bring valid health card
- Walk-In (no appointment needed)
- A 15 minute wait time is mandatory after vaccination



Criteria for excluding a child from daycare or school









SNOW REMOVAL SERVICE

Winter Shoveling Notice

Winter shoveling will begin on Monday, November 24, 2025

We are happy to serve our community this winter season. Our staff is eager to get started in making sure you have great winter services.

Public Works will oversee the workers and address any concerns regarding their duties.
Public Works Reception 819- 449-3734

Home Care will be available to answer any questions about the shoveling client list, and how to acquire the services if you are not already on the shoveling Home care Program List

> Monique Chabot 449-5593 EXT 2700 Juanita Emmerson 449-5593 EXT 2101

We hope to have a great 2025-2026 season!

Ode Widòkàzowin Presents HOUSE DECORATION CONTEST





Please call to register your house. The deadline to register is December 16th, 2025. Santa's elves will go around and judge the following night

CALL NOW

819-449-2323

November is Domestic Violence Awareness



SOS Conjugale: 1-800-363-9010
Waseya House: 819-449-7425
Halte Femme: 819-449-4545

Passe R Elle des Laurentides: 819-623-1523



Where Misābe Walks:

A DAY TO HONOUR THE JOURNEY OF RECOVERY

Please join Kitigan Zibi Health and Social Services and the NNADAP Program for A Day to Honour the Journey of Recovery – a community gathering of healing, strength, and unity.

COMMUNITY GUEST SPEAKERS | TRADITIONAL FEAST | SOBRIETY COUNTDOWN



This year's logo shows Misābe's teachings, the presence of our ancestors in aurora borealis, and the support of the medicines all pointing to recovery as a path built on humility, connection, honesty, and community care. Together, these elements call us back to the circle, showing that when we heal, we strengthen our families, our communities, and future generations.

SATURDAY, NOVEMBER 29, 2025 1:00PM - 7:30PM COMMUNITY HALL

We would be honoured to welcome you.



For more information, please contact: Darren McGregor, NNADAP Substance Abuse Counsellor Patricia Brazeau, NNADAP Program Facilitator

🔘 darren.mcgregorekza.qc.ca | patricia.brazeauekza.qc.ca

(C) 819-449-5593 ext 2017 | 2018



Event S	chedule
1:00pm	Opening Ceremony Welcome Song with Mariah + Romeo Smith-Chabot Prayer with Elder Jenny Tenasco Words of welcome with Darren McGregor, NNADAP Substance Abuse Counsellor
1:25pm	Reading of Steps 1-2-3
1:30pm	Special Guest Speaker A Story of Healing and Recovery with Albert Dumont
2:15pm	Break
2:30pm	Reading Steps 4-5-6
2:35pm	Special Guest Speaker A Message of Resilience and Breaking Stigma with Jill Buckshot
3:15pm	Break
3:30pm	Reading Steps 7-8-9
3:35pm	Special Guest Speaker A Message of Possibilities and Perseverance with Duran Tolley
4:30pm	Break
4:45pm	Traditional Feast
6:00pm	Reading of Steps 10-11-12 Sobriety Countdown
End	Closing Traveling Song with Rene Racine

Ode Widokazowin is reaching out to caterers to send in a quote for Santa's Day on Dec 20,2025. Please send your quotes to natasha.mitchell@kza.qc.ca
Deadline is Dec 5,2025.

Quote needed for 250:

Quote should include utensils, cups, bowls and a server.

'soup

'bannock

'hot chocolate

*water

*sugar cookies

SHOUTOUT









ODEKAN - DECEMBER 2025 CALENDAR

Pidji-Pibon-Kizis— Moon of the coming winter

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Caregiver's Afternoon Out, Please call in the morning of by 11 am to register your child for the afternoon. 819-449-2702. Migwech!	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15 months- 3yrs old	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 6 months- 15 months	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15 months- 3yrs old	Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Cleaning/	Sagabigoni Program 8:30—11:30 am CLOSED *Deadline to Register for Odekan Gifts*	6
7	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15 months- 3yrs old	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 6 months- 15 months	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15 months- 3yrs old	Sagabigoni Program 8:30—11:30 am Curriculum Prep/ Cleaning/	Odekan Sagabigoni/ Caregiver's Aft Out Group Christmas morning at Wazoson ———————————————————————————————————	13
Odekan Picture with Santa/Gift (Registration required for gifts) Location: Odekan Time: 10am-4pm	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15 months- 3yrs old	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 6 months- 15 months	Sagabigoni Program 8:30—11:30 am Caregiver's Afternoon Out 1:00—3:00 pm Ages 15 months- 3yrs old	18 Odekan Christmas Breakfast	Closed for cleanup CLOSED	20
21	CLOSED FOR THE HOLIDAYS	CLOSED FOR THE HOLIDAYS	CLOSED FOR THE HOLIDAYS	CLOSED FOR THE HOLIDAYS	CLOSED FOR THE HOLIDAYS	27
28	CLOSED FOR THE HOLIDAYS	CLOSED FOR THE HOLIDAYS	31 ODEKAN BACK OPEN JANUARY 6,2026		Chris HAPPY N	My Tmas ew year

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



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



Indigenous Teacher Training Program

Are you interested in becoming a teacher? It's not too late to join the KZA cohort of the UQAT Indigenous Teacher Training Program! While the first semester is currently underway, new students are welcome to join in January.

Winter 2026 Application Deadline: December 10th, 2025

About the program:

- Obtain a Bachelor of Education within an Indigenous context.
- Offered part-time, on-reserve in KZA, and in a condensed format.
 - 2 courses per semester taking place over 6 weekends.
 - 2-week intensive sessions each July to complete 2 courses.
- · Possibly complete your practicum hours at Pakinawatik or KZ School.
- Open to all registered First Nations people in the KZA / Maniwaki region.
 - Please note that students must still apply for post-secondary sponsorship with their respective communities.

To ask questions or request an application, feel free to reach out to the Post-Secondary Program Officer, Kristen Tenascon.

Email: kristen.tenascon@kza.qc.ca Telephone: 819-441-1581 ext. 3003



ANSWERS TO NOVEMBER GRAMMAR CONTEST



THE WINNER FOR THE NOVEMBER GRAMMAR CONTEST IS...Bethany Smith!

Bethany Smith kì bakinàwàge. Andagàdj!

10. I will fish

14. I will be tired

15. I will walk



Presents

SUPER MONSTER BINGO

THURSDAY Dec 4th 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

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)

Jackpot Game – Letter X \$750

Continuing for

Full Card \$5000

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

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