



KITIGAN ZIBI ANISHINABEG

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

**Income Security Cheques for January 2026
to be released on**

Thursday December 18, 2025.

**The Community Services Office WILL BE CLOSED
DECEMBER 22nd TO JANUARY 2, 2026**

PICK -UP HOURS

8:30 A.M. TO 4:30 P.M.

**Income Security cheques will be released for
1 DAY on Thursday December 18, 2025.**

Recipients will continue to receive direct bank deposits, (unless you received a letter to update.) If you receive a paper cheque you have five (5) business days to pick up your cheque.

All persons who received a letter must make an appointment to update their file and sign a new application as per Income Security Program Requirements.

Please note that Income Security cheques (Welfare) require you to be living in KZ not just be from KZ.

**If you need more information, please contact
Debra Meness at 819-449-5170 Ext. 1404.**



KWEY! Are you curious about Construction?

Then this event is for you...

The KZA Construction Department in partnership with the Kitigan Zibi Communtiy Services and the Kitigan Zibi Economic Development Department are pleased to host our first annual Home Show at the Community Hall!

December 13-14, 2025

Time: 10 a.m. – 4 p.m.

Meet different contractors and Suppliers,

Get Information on:

Radon in Homes

Circuit Rider Program

The Kitigan Zibi Construction Department

GREAT DOOR PRIZES TO BE WON!!!!

Canteen on site

Everyone is Welcome



KIDJĪMĀNINĀN

Community Engagement Project

**WE NEED
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!
GENEROUS COMPENSATION PROVIDED

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!

WHY JOIN?

- 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 12, 2025.
Contact Shawnesia Ottawa on Facebook or by email:
shawnesia.ottawa@kza.qc.ca



Name: _____

Address:

Phone Number: _____

Email: _____

Why would you like to participate as a Community Lead?

This image shows a single sheet of white paper with horizontal grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. On the left side, there is a vertical margin line, creating a narrow left margin. The paper appears to be a standard notebook or legal pad style.

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



JOB OPPORTUNITY

OPEN UNTIL FILLED

December 11, 2025

POSITION:	NNADAP Substance Abuse Worker
LOCATION:	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 Kikinamag 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 possess 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 Kikinamag 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 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.

KZHSS FLU & COVID-19 VACCINATION CLINIC



Date : December 11, 2025

Time : 1:00 pm - 4:30 pm

Location : Community Hall

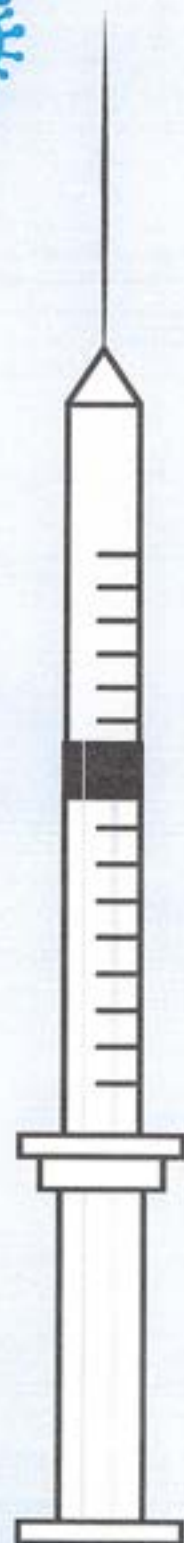
Age : 6 months & older



- Bring valid health card
- Walk-In (no appointment needed)
- Wear appropriate clothing to give easy access to your arm
- A 15 minute wait time is mandatory after vaccination

For inquiries : 819-449-5593

KZHSS Nursing Team



HAPPY HOLIDAYS

The holiday season has arrived !

The nursing team wishes you all a happy and safe holiday season and may the New Year bring you health, love and prosperity.

From December 19, 2025 to January 5, 2026, the Health Centre will be closed.

If you have worries or concerns about your health, here are a few resources :

INFO SANTÉ :

- Dial 811, ext.1 for health advice and ext.2 for social advice

For emergencies :

- Call 911
- Maniwaki emergency room

For an appointment with a doctor (GMF) :


- <https://accesrendezvous.telussante.com/#/>
- 819-892-0808 (8h30-9h30, Monday-Saturday)

For bloodwork :

- <https://portal3.clicsante.ca/services/blood-test>

See you soon !
KZHSS nursing team





Santa is coming

Santa is calling out the 0-11 year olds to come see him to get their gift & to participate in some fun activities.



DECEMBER 20, 2025 | AT 2 PM
Òde Widòkàzowin building

lighting of the tree
craft making
special guests
soup & bannock
sugar cookies

***Dress warm-
outside
activities**

***Bring your phone to
grab that special
santa photo with the
kids.**

Let's make memories



KITIGAN ZIBI EDUCATION SECTOR

41 Kikinamage Mikan
Maniwaki, QC
J9E 3B1

Tel: 819.449.1798
Fax: 819.449.5570
www.kzadmin.com

TERM EMPLOYMENT OPPORTUNITY

POSITION: Bus Monitors (2)

LOCATION: Kitigan Zibi Kikinamadinan (KZ School)
Bus route to be confirmed

TERM: Term Contract
15-25 hours per week. Split Shift depending on routes assigned.
Monday to Friday. Start date is January 6th to June 19th, 2026.
Pedagogical Days (PD) excluded.

SALARY: \$24.80 per hour (Job code #4223)

PREAMBLE:

Under the supervision of the KZ School Principal, the incumbent will work in conjunction with the school bus transportation system in ensuring the safe transportation of all students. The ages of students range from four (4) to seventeen (17) dependent upon the route given.

If you are interested in applying for this term position and are able to demonstrate that you meet the requirements, please present your: updated resume, list of two references, police verification, attendance record from your last employer or school and any relevant document required to prove that you meet the requirements or that will help to support your resume to the attention of **Myra Dumont, Human Resource Advisor, at Kitigan Zibi Health and Social Services, 8 Kikinamge Mikan, Maniwaki, Quebec, by Wednesday, December 17, 2025 at 4:00 p.m.**

Contact Information:

Address: 8 Kikinamge Mikan, Maniwaki, Quebec J9E 3B4 (KZHSS – Health Centre)
Telephone: 819-449-5593 ext. 2015
Email: HR@kza.qc.ca or myra.dumont@kza.qc.ca

There will be no formal interviews. Candidates will be selected on availability, work related experience and history, attendance and demonstrated knowledge of safety.

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



KZES JOB DESCRIPTION

BUS MONITOR

GENERAL INFORMATION	
Job Title:	Bus Monitor
Sector:	Education
Date of job description	Term Contract
Term:	January 6 th – June 19 th , 2026
Schedule:	Part Time Schedule 15-25 hours per week - TBD
Immediate supervisor:	Kitigan Zibi School Principal
JOB SUMMARY	
<p>The incumbent will provide support and work in conjunction with the school bus transportation system to ensure the safe transportation of all students.</p>	

RESPONSIBILITIES	KEY DUTIES
Monitors and supervises children being transported to and from school	<ul style="list-style-type: none">• Ensures appropriate noise level in the bus is maintained;• Assist students with getting on and off the bus;• Escort, assist and accompany students who are required to cross the road in front of the bus to do so safely;• Assist in ensuring that the students are away from the bus before the bus proceeds after drop off;• Assigns seat placements for students if required;• Prepares written incident reports to the Principal regarding behaviour issues, interventions, disciplinary measures taken; safety concerns.

ACCOUNTABILITY	
	<ul style="list-style-type: none"> Accountable to provide quality supervision of students during bus transportation to and from school; Accountable to promote and ensure the safety of students while on the bus; Accountable to adhere to and enforce KZES rules; Accountable to follow KZA/KZES policies, employee work code of ethics, oath of confidentiality and work place safety regulations and occupational standards.

WORKING RELATIONSHIPS	
Interpersonal relationships	Daily Contact with children ages 4-17 years old.
Leadership	<p>Expected to exercise good judgement when supervising children;</p> <p>Expected to use appropriate language and exhibit professional behaviour;</p> <p>Must adhere to school policies and enforce student code of behavior.</p>
Team Work:	Must work collaboratively with Bus Drivers to promote safe transportation and with school administration.
External communications	May be in contact with parents and guardians.
Negotiations	N/A
Training	Attend professional development on bus safety rules.

ENVIRONMENTAL FACTORS	
Deadlines	<p>Follows scheduled work hours.</p> <p>Weekly work time sheets to be submitted to KZES.</p>
Mental and physical effort	Demonstrate physical ability to get on and off the bus constantly throughout the day.
Working conditions	Irregular work schedule. Must be ready and dressed to be in and out of the bus. Must be physically and mentally fit for work and manage challenging situations.

Cultural competency	General awareness of KZA culture and community.
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QUALIFICATIONS	
Education and Experience	<p>Ability to read and write at a functional level;</p> <p>Previous experience working with children will be considered an asset;</p> <p>First Aid/CPR certification a strong asset.</p>
Skills and Knowledge	<p>Basic knowledge of the Kitigan Zibi School System;</p> <p>Fluent in English;</p> <p>Ability to communicate in Algonquin and French is an asset;</p> <p>Excellent people and communication skills;</p> <p>Proven strong work ethic and low absenteeism;</p> <p>Maintain professional behaviour both in and outside the work place.</p>
Conditions of Employment	<p>Must not possess any criminal verifications related to the job if hired and ability to maintain throughout employment;</p> <p>Legally able to work in Canada.</p>



CHRISTMAS

AT ODEKAN HEADSTART

WHEN: SUNDAY DECEMBER 14TH

TIME: 10AM-4PM

WHERE: ODEKAN HEADSTART 367
PAGANAKOMIN MIKAN - OUR DOOR IS
THROUGH THE FENCE BESIDE THE
PLAYGROUND

-COME TAKE A PHOTO WITH SANTA (WITH
YOUR OWN PHONE/CAMERA)

-PICKUP YOUR CHRISTMAS EVE BOX
(REGISTRATION CLOSED DEC 5TH)

QUESTIONS PLEASE CONTACT
KATRINA @ ODEKAN

819-449-2702 OR
KATRINA.WHITEDUCK@KZA.QC.CA

see you soon