

PRE-EMPLOYMENT



ARE YOU ON SOCIAL ASSISTANCE?

DO YOU WANT TO ACHIEVE YOUR GOALS? ARE YOU LOOKING FOR TRAINING ???

\$100 INCENTIVE FOR NEW APPLICANTS COMPLETING APPLICATION

WORKSHOP SCHEDULE

MONDAY	FEBRUARY 9, 2026	9:00 AM
MONDAY	MARCH 9, 2026	9:00 AM
MONDAY	APRIL 12, 2026	9:00 AM

FOR MORE INFORMATION

Contact

JERRIE LEA PRINTUP
(819) 449-5170 EXT 1402

WATER MOVEMENT CELEBRATES

National Indigenous Water Operator Day

Clean water does not happen by accident.

It happens because Indigenous water operators show up — every day — to operate, monitor, and protect the systems their communities rely on. Their work is complex. Their responsibility is constant. And much of the time, it goes unnoticed.

National Indigenous Water Operator Day exists to correct that imbalance — to bring national attention to work that is essential, demanding, and foundational to community health, wellbeing, and sovereignty.

March 21 marks a national moment of recognition for Indigenous water operators, grounded in the work they carry out every day in their communities.

As part of this year's recognition, the **National First Nations Water Leadership Award** will be announced in alignment with National Indigenous Water Operator Day. Communities are invited to nominate an individual or team who has demonstrated leadership and outstanding dedication to the advancement of clean and safe drinking water in First Nations communities — today and for future generations. **Nominations are open until February 28, 2026.**

Enclosed is a letter from Prime Minister Mark Carney recognizing National Indigenous Water Operator Day and the essential role water operators play across the country. The artwork on the reverse of this letter honours the operators and the systems at the heart of this work.

As we mark five years of National Indigenous Water Operator Day, we invite communities, organizations, and partners to take this moment — to recognize your water operators, to celebrate their leadership, and to prepare for March 21 in ways that reflect the importance of their work.



Scan to nominate an individual or team for the
National First Nations Water Leadership Award
open until February 28, 2026

IF IT IS TOO COLD FOR YOU-
-IT IS TO COLD FOR THEM!
BRING THEM IN!





KITIGAN ZIBI ANISHINABEG

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

REQUEST FOR PROPOSALS ELECTORAL OFFICER – ELECTIONS 2026

Dear Band Members,

This is to inform you that the 2026 is a Band Chief and Council election year.

The election date is set at August 15, 2026 with nominations a minimum of 42 days before elections.

We are seeking an electoral officer to carry out the nomination and election as per the Indian Act election regulations.

This will be contract work. If you have the necessary experience to carry out the elections as per the Indian Act election regulations please submit a written proposal no later than March 6, 2026.

Preparatory work for the nomination and election will begin no later than April 6, 2026.

Please send your proposal and hourly rate to the Band CEO, Jean Philippe Ethier at Jean-philippe.ethier@kza.qc.ca or drop it off at the Band Council office **before March 6, 2026.**

KZA reserves the right to select based on experience and best fit.



COMMUNITY NOTICE

Keeping Our Kids Safe on School Property

The Kitigan Zibi Police Department have been receiving numerous complaints about ATV's and Ski Doo's on School Property, and private property in and around the school grounds, that is including the trails behind the school.

Our school is committed to providing a safe and welcoming environment for all students throughout the school day. Recently, there have been concerns about **ATVs and Ski-Doos being driven on school property during school hours.**

To protect our children, staff, and visitors, we are asking for the community's support.

🚫 ATVs & Ski-Doos: Please Stay Off School Property and Private property that is around the school such as the trails. The student uses these trails for land base teachings During School Hours (7:30 am till 3:30 pm)

The reason being:

- Students and staff are walking between buildings throughout the day
- Students maybe around on school property or private property including trails, for land base teaching.
- Outdoor learning and recess happen at different times and locations (including trails)
- Vehicles, ATV and Ski doo's can appear suddenly and create dangerous situations for Staff/Students and Pedestrians
- Noise and exhaust disrupt learning
- If you have to go by the school or the private property around, please go slow around the trails and be mindful of students around the area.

The Kitigan Zibi Police Department kindly asks all community members to keep ATVs and Ski-Doos off school property and private property in and around the school grounds until the school day is finished, if you are on the school grounds please go slow around trails near the school.

Working Together for Our Children's Safety

Your cooperation helps us keep the school grounds safe and calm during the day. Meegwetch for supporting our students, our staff, and our community.



KITIGAN ZIBI POLICE SERVICE

Police Constable Job Description

GENERAL INFORMATION

Job Title : Police Constable
Category : Professional
Sector : Policing
Location : Kitigan Zibi Police Station
8 Mikan, Maniwaki, Quebec
Terms : Part-Time - 6 month probationary period
Hours : As per assigned work schedule (Nights and weekends, and holidays included)
Salary : KZA Police Salary
Scale Level 0
Immediate Supervisor : Director of Policing and Public Security
Date of Job Description : January 2026

KZPD MISSION STATEMENT

The mission of the Kitigan Zibi Police Service is to maintain peace, order, and public safety within its territory; prevent and suppress crime and violations of applicable laws and regulations; and apprehend offenders. The Police Service is committed to ensuring the safety of persons and property, safeguarding rights and freedoms, remaining responsive to the needs of victims, and working collaboratively with the community.

CLIENT SERVICE RESULTS

Under the direction of the Director of Policing and Public Security, the Police Constable provides professional policing services within the Kitigan Zibi Police jurisdiction in accordance with the scope of practice established through applicable trilateral agreements.

The Police Constable is responsible for maintaining public safety, enforcing laws and by-laws, preventing crime, and protecting life and property. This position requires integrity, sound judgment, physical readiness, and a strong commitment to community-oriented policing. The incumbent responds to emergency and non-emergency calls, conducts investigations, and actively engages with community members to foster trust and safety.

KEY RESPONSIBILITIES

- Respond to emergency and non-emergency calls for service, including accidents, domestic disturbances, and public safety concerns;
- Conduct thorough and timely investigations of criminal complaints in accordance with applicable legislation, policies, procedures, and protocols;
- Patrol assigned areas by vehicle, bicycle, or on foot to deter and detect criminal activity;
- Enforce federal, provincial, and local laws, including traffic regulations and community by-laws;

- Gather evidence, interview victims, witnesses, and suspects, and prepare clear, accurate, and comprehensive reports;
- Arrest, detain, and process offenders in accordance with legal and procedural requirements;
- Prepare case files and provide testimony in court as required;
- Direct callers and community members to appropriate services or agencies when matters fall outside police operations;
- Liaise and collaborate with external agencies to support individuals experiencing emergencies, trauma, or crisis situations;
- Support and participate in crime prevention and community safety initiatives;
- Provide first aid and emergency assistance when required;
- Maintain accurate records and ensure confidentiality and protection of sensitive information;
- Comply with all KZA workplace health and safety policies, Police Code of Conduct, Oath of Confidentiality, and applicable privacy legislation;
- Complete required administrative duties, including reports related to attendance, statistics, interventions, and criminal files;
- Operate and maintain police vehicles, equipment, and office machinery;
- File and manage documentation in accordance with approved records management systems.

CONTACTS	
<ul style="list-style-type: none"> ▪ The Police Constable collaborates and maintains professional working relationships with internal and external partners, including but not limited to: <ul style="list-style-type: none"> ○ Legal Services: Court and legal officials ○ Education Sector: Principals, Student Services Counsellor, and Teachers ○ Social Services: Ode Widokazowin Enhanced Prevention Team, Youth Protection Workers, Waseya House Counsellors, Emergency Responders, Medical Staff and other external agencies ▪ Law Enforcement: Assists other Police Organizations. 	

MANAGERIAL/SUPERVISORY	
Human Resources:	No direct supervisory responsibilities.
Financial Resources:	Not applicable in this position.
Material Resources:	Responsible for the proper care and use of police-issued equipment.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Works independently and as part of a team; ▪ Regular exposure to high-stress and critical situations.
Working Conditions:	<ul style="list-style-type: none"> ▪ Duties performed primarily in a patrol vehicle and office environment;

	<ul style="list-style-type: none"> ▪ Required to respond to accidents, crises, emergencies, and critical incidents; ▪ Required to work outside of regular hours as operationally necessary; ▪ Required to attend training, workshops, staff meetings, and workplace safety sessions, including occasional travel outside the community.
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INCUMBENT QUALIFICATIONS

Education and Skills	<ul style="list-style-type: none"> ▪ High school diploma or equivalent; or ▪ Post-secondary education or equivalent; and/or ▪ Diploma in Police Technology/Police Foundations from a recognized institution, with successful completion of a basic training program recognized by the ENPQ; and/or ▪ College Certificate (AEC) in Police Technology/Police Foundations from a recognized Quebec training institution, with ENPQ-recognized basic training
Additional Requirements:	<ul style="list-style-type: none"> ▪ No criminal record; ▪ Valid driver’s license; ▪ Strong communication and interpersonal skills; ▪ Ability to remain professional in stressful or dangerous situations; ▪ Physical fitness meeting departmental standards; ▪ Demonstrated integrity, sound judgment, and respect for diversity and community values.

INCUMBENT COMPETENCIES

Knowledge:	<ul style="list-style-type: none"> ▪ Awareness of Kitigan Zibi Anishinabeg culture and community; ▪ Proficiency with standard office computer applications; ▪ Knowledge of Kitigan Zibi Anishinabeg by-laws; ▪ Knowledge of KZA health and safety policies, Quebec Police Code of Ethics, KZA Human Resource policies, employee code of ethics, and privacy legislation.
Abilities:	<ul style="list-style-type: none"> ▪ Trustworthy and discreet, with the ability to maintain strict confidentiality; ▪ Reliable, punctual, and dependable; ▪ Strong interpersonal, communication, and motivational skills; ▪ Objective assessment, monitoring, and reporting abilities; ▪ Effective oral and written communication skills in English;

	<ul style="list-style-type: none"> ▪ Legally entitled to work in Canada.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Demonstrates discretion, diplomacy, and professionalism; ▪ Emotionally resilient and capable of managing difficult or disturbing situations; ▪ Maintains respectful and professional relationships with colleagues, stakeholders, and the public; ▪ Ability to establish and sustain effective working relationships in a high-pressure environment.
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Valid Quebec Class 4A driver's license; ▪ Criminal record verification in accordance with police standards; ▪ Medical certificate confirming good health and fitness for duty; ▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire.
Assets:	<ul style="list-style-type: none"> ▪ Ability to communicate in French and Algonquin; ▪ Experience working with First Nation communities.



JOB OPPORTUNITY-1st Posting

February 4, 2026

POSITION: 2 x Police Constable (Part time positions)
LOCATION: Kitigan Zibi Police Service
WORK SCHEDULE: **As needed**
(Nights and weekends included) work outside of normal work hours in cases of emergency.
TERM: **Part time as needed** 6 month probationary period
SALARY: \$28.89 per hour upon completion of Basic training

SUMMARY:

Under the supervision of the Director of Policing and Public Security, the Police Constable will be expected to provide policing services within the Kitigan Zibi Police jurisdiction in accordance to the scope and practice agreed to in the trilateral agreements. The Police Constable is responsible to ensure the safety and security of the community and those who frequent the community.

PREAMBLE:

If you are interested in applying for this position and are able to demonstrate that you meet the basic requirements, please present your: updated resume, proof of education/training and copy of your driver's license to the **attention of Myra Dumont at the Human Resources Department. 315 Fafard Street, Maniwaki, Quebec J9E 3B4 by February 19, 2026 at 4:00 p.m. (EST)**

Contact information:

email: myra.dumont@kza.gc.ca or hr.advisor@kza.gc.ca

phone: 819-315-0667 ext. 1601

fax: 819-315-0666

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. The first posting is intended to recruit qualified Kitigan Zibi Members.

Want to make a real difference in your community?

The annual general meeting
is scheduled for April 22nd, 2026
at 6:00 p.m.



Want to get involved?

Apply by February 10th, 2026

→ megane.st-amour@desjardins.com



Desjardins

Caisse populaire de
la Haute-Gatineau

Ottawa Riverkeeper Request for Proposals for an Anishinābe Algonquin Educator

Contract Opportunity - April through June 2026

Introduction

Ottawa Riverkeeper, a charitable organization, is a champion and collective voice for the Ottawa River watershed, providing leadership and inspiration to protect, promote and improve its ecological health and future.

Ottawa Riverkeeper's education programs include River School workshops with school groups as well as public programming at our Learning Lab located at the NCC River House, directly above the Ottawa River. Learn more here: <https://ottawariverkeeper.ca/what-we-do-2/education/>

Project purpose and goals

We are seeking an Anishinābe Algonquin Educator to deliver a new "Canoe Building and Teachings" workshop module for schools, and to guide the roll out of the accompanying Educator Guide. (In this posting, these two resources will be referred to together as the Canoe Module and Educator Guide).

These teachings build off of a traditional birch bark canoe build project held at Ottawa Riverkeeper's Learning Lab at the NCC River House. The canoe was built in 2023-24 by urban Indigenous youth in collaboration with the Assembly of Seven Generations, and led by knowledge holder Pinock Smith from Kitigan Zibi. Having been successfully launched into the Ottawa River, the canoe is now featured in our Learning Lab, along with videos on its construction.

The Canoe Module and Educator Guide will be rolled out to schools in Spring 2026. The Educator will lead workshops with students in Grades 2-12 in the Ottawa/Gatineau region, and will train teachers to use these resources with additional students.

Budget, timeline and scope of work

The Educator will be paid \$9,200 for this contract, which covers the following activities:

- \$1000 to finalize module content
- \$7700 to deliver 22 workshops (20 to school groups and 2 to teachers at \$350/workshop);
- \$500 for final project evaluation report
- Up to \$500 is also available to cover mileage and incidental expenses.

This contract will run from late March/early April (depending on the candidate's availability) until June 30th, 2026.

Deliverables to be completed:

- **Finalize** the draft Canoe Building and Teachings workshop module, using existing content from completed Educator Guide and videos;
- **Deliver** the new module to 500 Grade 2-12 students in the Ottawa-Gatineau region through 20 school workshops. These will be held at Ottawa Riverkeeper's Learning Lab and possibly at local schools. Workshops will run for 90 minutes each and will be delivered in English;
- **Deliver** 2 Professional Development workshops to introduce the Canoe Module and Educator Guide to teachers, empowering 25 teachers to share the module with another 650 students;
- **Prepare a final report** that evaluates workshop content and delivery, considering their own experience as well as feedback from teachers and students, and make recommendations to Ottawa Riverkeeper on best practices and future offerings.

Ottawa Riverkeeper staff will support the Educator by taking the lead on workshop promotion, registration and logistics.

This contract is based in Ottawa-Gatineau, with workshops held primarily at Ottawa Riverkeeper's Learning Lab at the NCC River House (501 Promenade Sir-George-Étienne-Cartier, Ottawa) and potentially at schools within an 80km radius.

Selection Criteria

The ideal candidate for this project has experience in at least some of the following areas:

- Delivering educational content to school groups or the public;
- Respectfully weaving together Indigenous and western knowledge traditions;
- Delivering projects in a timely and professional manner;
- Communicating effectively with project partners and stakeholders;
- Access to a vehicle and ability to drive to schools in Ottawa/Gatineau would be an asset.

In addition, the Educator should have flexible availability on weekdays, to facilitate workshops as scheduled by schools. Ideally they would be available at least 3 days/week for bookings, delivering an average of 2 workshops/week.

Note: Given the cultural connections of this project, we will be giving preference to selecting a candidate who identifies as Anishinābe Algonquin.



Application process and timeline

Please visit <https://ork.bamboohr.com/careers/95> to apply online.

Application deadline: February 13, 2026

Applications must include the following elements:

- A resume
- A cover letter with one to two paragraphs describing the candidate's relevant experience and suitability for the role, and a statement about their Indigenous identity, specifically in relation to the Anishinābe Algonquin Nation.

Selected candidates will be contacted for an interview to be held between February 23rd and March 6th.

Contract start date: April 1, 2026 (approximate)

Project completion date: June 30, 2026

For questions, please contact Leela Ramachandran, Director of Education and Community Engagement at Iramachandran@ottawariverkeeper.ca

JonD Forestry

Are you looking for STOVEWOOD!

Kwey Kakina,


**We have Stovewood for sale! The KZA
Stovewood project 2026 is now available.**

Contractor: Jonathan Decontie

Call JonD at: 819-334-1425 or 819-334-4136





ARTHUR'S

GOLF LOUNGE
AND SPORTS SUITE



OPEN HOUSE

First 40
people get a
free gift!



Hit a few swings at golf
or try our other 30+
games like Hockey,
Baseball, Hunting and
more for free!

Enter into a
“Closest to the pin”
contest from 12-5pm
for a free 2 hours in
our simulator!

Saturday, February 7th

12:00pm - 5:00pm

391 Kichi Mikan, Maniwaki QC



JOB OPPORTUNITY
INCLUSIVE CARE WORKER
1st POSTING

January 28, 2026

POSITION:	INCLUSIVE CARE WORKER
LOCATION:	Kitigan Zibi Health and Social Services Building
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate – Full Time (6-month probationary period)
SALARY:	Level 4 (range based on experience)
DUE DATE:	February 13, 2026

The Inclusive Care Wellness Worker provides direction and support for adapted and inclusive wellness programming for children with special needs (including diverse abilities and developmental differences), outside of the Education Sector.

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 diplomas, 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 Human Resources Department by February 13, 2026.

Contact information:

Email: Myra.Dumont@kza.qc.ca or hr.advisor@kza.qc.ca
Phone: 819-315-0667 ext. 1601
Location: Human Resources Department – 315 Fafard, Maniwaki QC, J9E 3B4

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.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Inclusive Care Wellness Worker Job Description

GENERAL INFORMATION

Job Title : Inclusive Care Wellness Worker
Category : Professional
Sector : Kitigan Zibi Health & Social Services
Location : Ōde Wīdōkāzowin
148 Paganakomin Mikan, Maniwaki, Quebec
Terms : Full Time—Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 4 (*Range negotiable*)
Immediate Supervisor : Ōde Wīdōkāzowin Coordinator
Date of Job Description : January 2026

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 Inclusive Care Wellness Worker provides direction and support for adapted and inclusive wellness programming for children with special needs (including diverse abilities and developmental differences), outside of the Education Sector.

KEY DUTIES

- Develops, coordinates, and delivers adapted and inclusive wellness programs for children and youth with special needs across KZA, outside of the Education Sector.
- Promotes awareness and understanding of the strengths, abilities, and unique needs of children and youth with special needs, fostering inclusive, respectful, and supportive environments.
- Works collaboratively with families, caregivers, staff, community partners, participants, and the public to support the holistic wellness of children and youth with special needs.
- Provides guidance, recommendations, and support related to specialized and inclusive training, including strategies that promote emotional regulation, social development, and positive participation.
- Offers practical suggestions and assistance regarding behaviour support and management approaches that are developmentally appropriate, trauma-informed, culturally grounded, and strengths-based.
- Plans, coordinates, and implements specialized activities, events, and information-sharing opportunities (e.g., community events, wellness fairs, and awareness initiatives) that support inclusion and child and youth wellbeing.
- Participates in all required meetings, case discussions, training sessions, and professional development activities related to child, youth, and family wellness.

- Collaborates closely with the Kitigan Zibi Education Sector to ensure coordinated, consistent, and complementary supports for children and youth with special needs.
- Ensures that all programs and activities align with and uphold the principles of Healthy Child Development, inclusion, safety, and holistic wellness in their planning and delivery.

KNOWLEDGE AND SKILLS	
	<ul style="list-style-type: none"> ▪ Theories, principles, and practices of program planning, monitoring, and reporting. ▪ Theories, principles, and practices of Special Education. ▪ 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 children and youth with special needs.

CONTACTS	
	<ul style="list-style-type: none"> ▪ Briefs Director of issues/concerns; provides input on policy and procedural changes; ▪ Collaborates with front line workers within the community, families, caregivers, staff, community partners, participants; ▪ Coordinates and collaborates community wide initiatives; ▪ Establishes and maintains working relationships with community members, internal and external stake holders and KZA sectors; ▪ Maintains positive relationships with clients, co-workers and community members. ▪ Liaises and networks with local service providers.

MANAGERIAL/SUPERVISORY	
Human Resources:	<ul style="list-style-type: none"> ▪ May be required to recruit volunteers, provide them with technical expertise, and oversee their activities.
Financial Resources:	<ul style="list-style-type: none"> ▪ Not applicable in this position.
Material Resources:	<ul style="list-style-type: none"> ▪ Responsible to monitor and maintain activity materials. ▪ Assists with maintaining an inventory of all program equipment and ensures that it is kept in good condition.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ has access to sensitive information, must respect professional guidelines regarding client/family confidentiality. ▪ May be called upon to provide crisis intervention/emergency services.
Working Conditions:	<ul style="list-style-type: none"> ▪ Works mainly within an office setting. ▪ Required to make home visits; ▪ May be required to use KZHSS vehicles. ▪ Required to make inspections within the community (e.g. playgrounds, lakes, band buildings).

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ College diploma or university studies in human services or a related field. <li style="text-align: center;">AND ▪ One (1) year of work experience in a related field. <p><i>Preferred Qualifications:</i></p> <ul style="list-style-type: none"> ▪ Post-secondary coursework, training, or demonstrated experience related to special needs, inclusive education, child development, disability studies, or neurodevelopmental differences. ▪ Experience supporting children and/or youth with special needs in a community-based, wellness, education, or support setting.
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"> ▪ Research, analytical, and decision-making skills. ▪ Planning and organization skills. ▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing. ▪ Ability to plan and manage project teams
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.
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, ASIST Training 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"> ▪ Strong communication skills in English (written and spoken). ▪ Ability to communicate in Algonquin and in French.



JOB OPPORTUNITY

OPEN UNTIL FILLED

June 12, 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 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 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><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.

Endong Senior Activities February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Fitness First at the YC 9-11 am	3	4 Fitness First at the YC 9-11 am	5	6 Fitness First at the YC 9-11 am	7
8	AT the Youth Centre 9 Fitness First 9-11 am	At the Youth Centre 10 KZHSS Health Director Visit Mini Bingo 1pm	At the Youth Centre 11  Valentines Endong Meal Fitness First 9-11am	At the Youth Centre 12 Nutrition Talks with Marie-Eve 930am Meal Prep	13 Fitness First 9-11am	14
15	16 Fitness First at the YC 9-11 am	17 NNADAP with Darren 930am	18 Fitness First at the YC 9-11 am	19	20 Fitness First at the YC 9-11 am	21
22	23 Fitness First at the YC 9-11 am	24 Mini Bingo 1pm	25 Medical Transportation with Candice 1130 Fitness First at the YC 9-11 am	26 Nutrition Talks with Marie-Eve 10am Diabetic Bingo	27 Fitness First at the YC 9-11 am	28
<p>Transportation to and from Endong Senior Meals & Activities (55+) is available. Please call Roonie Tenasco at 819-449-8372 to arrange transportation for these activities at the Hall. Migwetch</p>						

WEEKLY SCHEDULE

Monday

Soup & Sandwiches
Starts at 1130am



Tuesday

Breakfast 930am



Wednesday

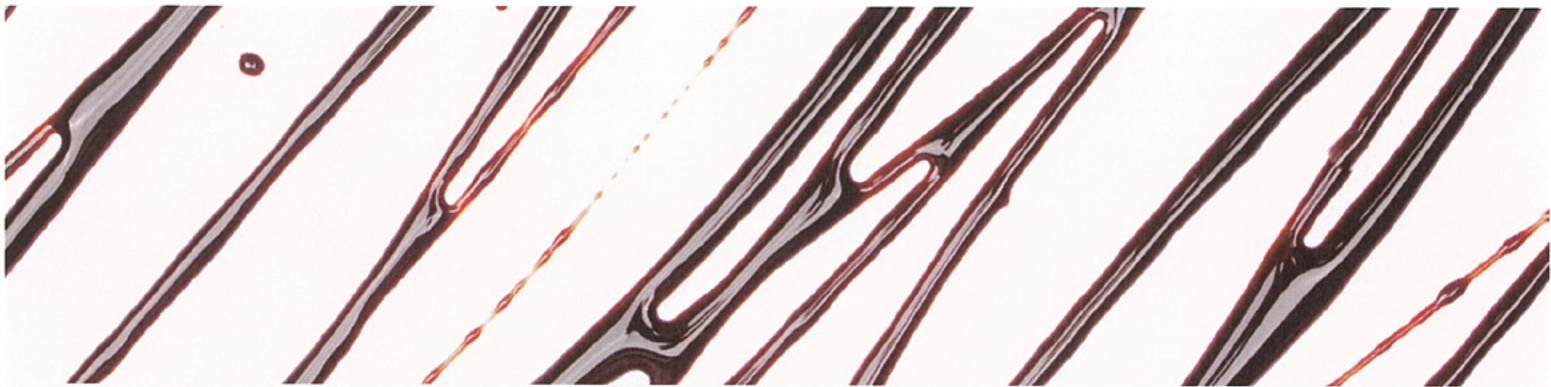
Endong Meal 11:30am
Bingo 1pm



Thursday

Breakfast 9:30am





FONDUE NIGHT!

COME ENJOY A NIGHT WITH CHOCOLATE
FONDUE AT THE YOUTH CENTER!

WHEN: FEBRAURY 5TH, 2026

TIME: 5:00PM-6:30PM

WHERE: YOUTH CENTER

**DROP
OFF**

**AGES
7-12**





Hearts ON ICE: Love AT FIRST Fright



This Valentine's Day, let's come together to honour love beyond romance — love for self, love between friends, love within families, and love held in community.

 Friday - February 13, 2026

 6pm to 9pm

 Community Rink

KZHSS welcomes all to an evening at the community rink celebrating love that keeps us well, with a Friday the 13th twist.

MUSIC | LIGHTS | GAMES | SNACKS | PRIZES

BRING YOUR SKATES AND DRESS FOR THE WEATHER

THIS IS NOT A DROP OFF ACTIVITY





FAMILY BOWLING



TUESDAY

FEB, 17TH, 2026

**5:30PM-
7:30PM**

**DRINK &
SNACK**

COVERED

THIS MONTH'S THEME: VALINTINE'S DAY

Come dressed in your pink/ white or red outfit for a chance to win some gift cards worth 50\$ each

TO REGISTER FOR THIS PROGRAM:

Contact Sports & Recreation Kane or Colten @
819-449-2323 ext: 2811/2812

Calling All those in recovery

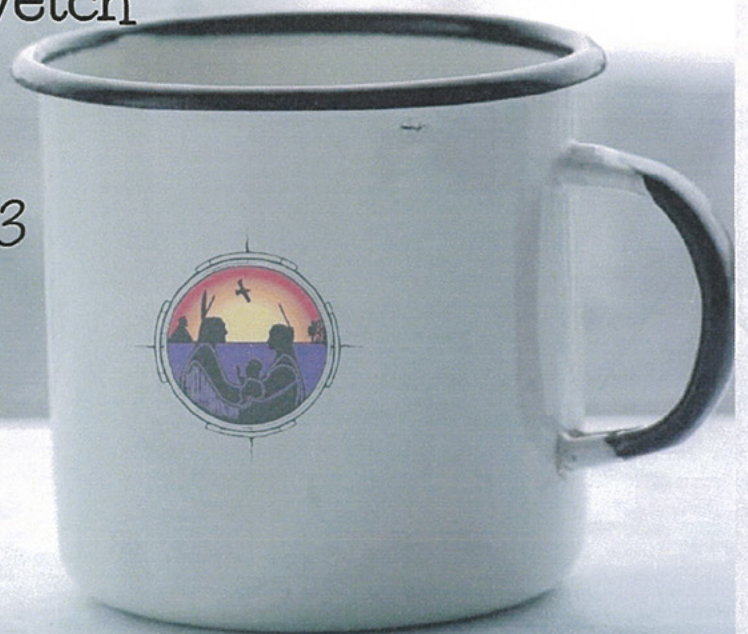
Are you living a sober and healthy life,
free from alcohol and drugs?

I'm looking to collect short stories or messages from
people in recovery, how you lived and how you
manage to stay clean today.

Nothing big or fancy, just a few honest words that
might inspire someone on their journey.

Your story matters.
Migwetch

NNADAP Team: 819-449-5593
Darren.McGregor@kza.qc.ca
Patricia.Brazeau@kza.qc.ca





CELEBRATE TOGETHER

The Artist/Creator Grant Program is open for applications!

Ottawa is turning 200! The City of Ottawa has funding opportunities for local artists and not-for-profit arts organizations. The [Artist/Creator Grant Program](#) is a one-time funding program offered by the City of Ottawa in celebration of Bytown 200th Anniversary – Celebrate together. This program will contribute to Ottawa’s creative economy, strengthen cultural identity and vitality of Ottawa, and foster dynamic and inclusive public spaces by:

- providing support to local artists and creators;
- supporting artistic expression that explores Ottawa’s shared history, present and collective future;
- supporting artistic creation city-wide that can be experienced by residents and visitors to Ottawa’s many communities and neighbourhoods;
- supporting emerging creatives through mentorship opportunities; and by
- amplifying diverse voices across Ottawa, with [priority](#) given to the Anishinabe Algonquin Nation, urban Indigenous and equity-denied communities.

Artist/creator-led projects may take the form of visual arts, performing arts, media arts, or interdisciplinary practices, including community co-creation, temporary public installations, and activations.

Funding streams

Stream 1: Artist/Creator Grant for individuals

Grants up to \$10,000 for artists/creators with a professional practice.

Stream 2: Signature Project Grant for organizations

Grants up to \$100,000 for local arts organizations supporting local first-time or emerging artists / creators to realize their work by providing mentorship throughout the creative process.

Deadline: February 25, 2026 at 4 pm

Interested in this opportunity?

Consult our [website](#) for more information; email us at caroline.matt@ottawa.ca or join our online info session on **Tuesday, February 10, 2026: 12:00 pm – 1:30 pm**. [Join the meeting here](#) or dial in by phone at **(613) 319 -1080, 436188812#**.

>>>>>

The Artists and Creators Grant Program is open!

Ottawa will be 200 years old! The City of Ottawa offers grants to local artists and not-for-profit arts organizations. [The Artists and Creators Grant Program](#) is a one-time funding opportunity offered by the City of Ottawa as part **of the celebrations of Ottawa 200, Bytown's 200th anniversary**. This program will contribute to Ottawa's creative economy,

strengthen the city's cultural identity and vitality, and foster the creation of vibrant and inclusive public spaces by :

- providing support for local artists and creators;
- supporting artistic expression that explores Ottawa's shared history, present and collective future;
- Supporting artistic creation across the city, so that residents and visitors to Ottawa's many neighbourhoods and communities can enjoy it.
- Supporting emerging creators by providing mentorship opportunities;
- [amplifying the diversity of voices in Ottawa, with priority](#) given to the Algonquin Anishinabe Nation, urban Indigenous communities, and equity-seeking communities.

Artist- or creator-led projects can take the form of visual arts, performing arts, media arts, or interdisciplinary practices, including community co-creation, temporary public installations, and various animations.

Funding Streams

Stream 1: Artist/Creator Grant – Individuals

Grants of up to \$10,000 for artists/creators with professional practice

Stream 2: Signature Project Grant – Organizations

Grants of up to \$ 100,000 for local arts organizations supporting emerging and early-career local artists/creators by mentoring them throughout the creative process to bring their work to life

Deadline: February 25, 2026 at 4 p.m.

For more information...

Visit our [website](#), email caroline.matt@ottawa.ca , or attend our online information session **on Tuesday, February 10, 2026: 12 p.m. – 1:30 p.m.** [Join the meeting here](#) or connect by phone at **(613) 319-1080, 436188812#**.

Caroline Matt (she/her/elle)

Portfolio Manager | Portfolio Manager

City of Ottawa | City of Ottawa

613-799-2761



Kitigan Zibi Anishinabeg Cultural Centre

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

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

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

Date: February 19, 2026

Time: 10:00 am to 6:00 pm

Check out the Cultural Centre
Facebook page for updated info
regarding his arrival and set up time.

MINO BIMADIZOWIN



WOMAN'S

Tuesday Evenings

DRUM GROUP

Calling all women and girls to sit together and learn songs.

6:00 pm- 8:00 pm

Kitigan Zibi Cultural Center
54 Makwa Mikan

Let's come together Tuesday Evenings as women, to sit, learn and to listen to one another.

Together we will learn social and ceremony songs to sing in that good way.

You are encouraged to bring your personal drums and rattles and if you don't have one, we will have some to share with you.

Changed to Tuesday Evenings for Monday Verbo Bingo!

For any further information or questions about this program, please contact
Mariah.Smith-Chabot@kza.qc.ca.



Anishinàbemowin
Verbo

BINGO
Night

Monday Nights
Time: 6:30pm to 8:00
FEBRUARY 2nd, 2026
INDIAN HALL



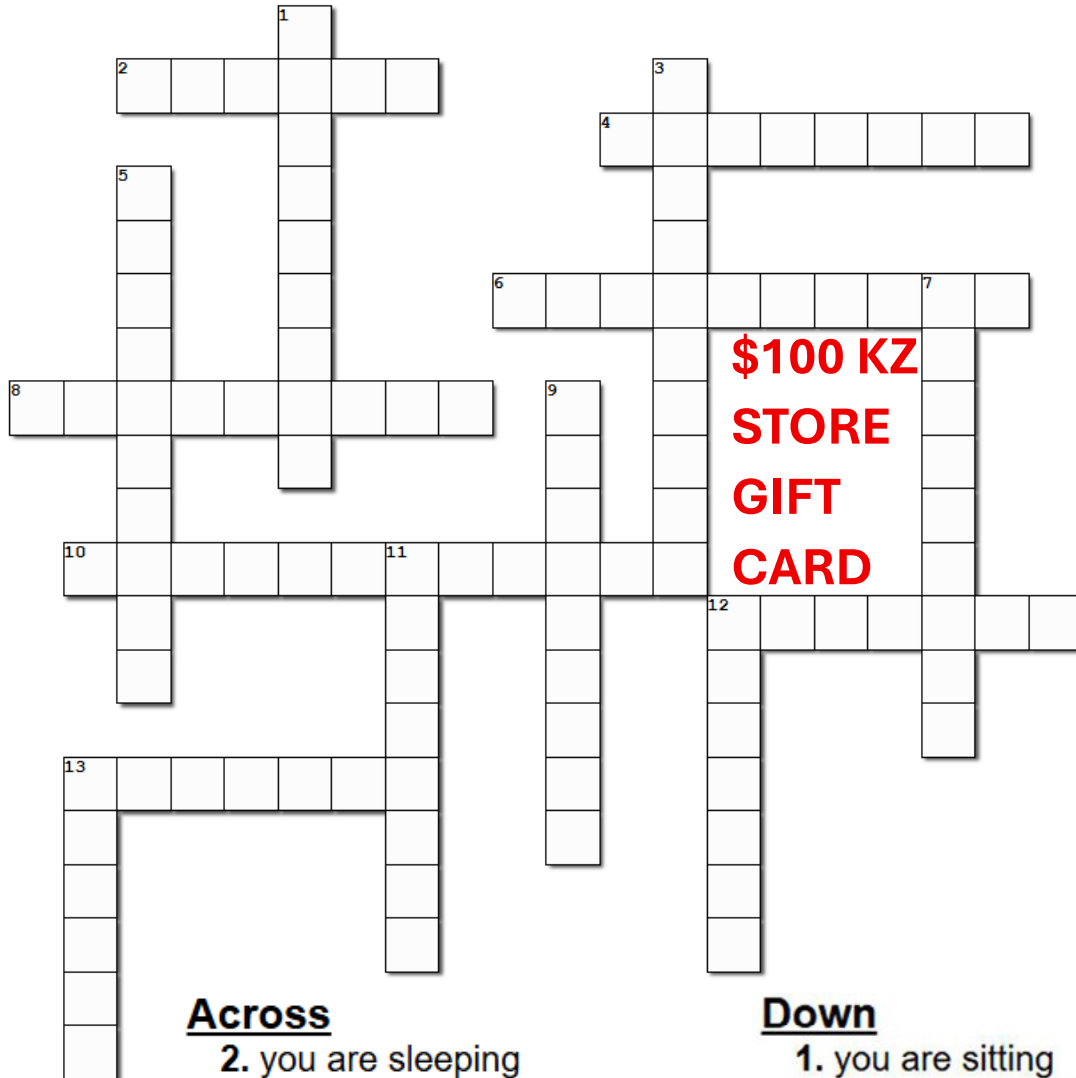
Learn Anishinàbemowin verbs & conjugation rules
Fun for Seniors, children and families

Prizes to be Won!



February Grammar Contest

Complete the crossword puzzle below and drop it off at the Cultural Center or email it to odaminowin2021@gmail.com before February 23rd.



Grammar Note

This is in 2nd person/ present tense and means YOU ARE DOING THE VERB.

The grammar frame is:

Ki _____.

Across

2. you are sleeping
4. you are making fire
6. you are fishing
8. you are playing
10. you are chopping wood
12. you are sick
13. you are singing

Down

1. you are sitting
3. you are cooking
5. you are working
7. you are tired
9. you are drinking
11. you are walking
12. you are eating
13. you are going



Ki dijà	Ki nibà	Ki dayekoz	Ki nigam	Ki bimose	Ki dòdamità
Ki chìbakwe	Ki namadab	Ki bodawe	Ki dàkoz	Ki minikwe	Ki dashkihise
Ki dòdamin	Ki wìsin	Ki gìgonzke			

ODEKAN - FEBRUARY 2026 CALENDAR



Akakwidjish-Kizis— Moon of the groundhog

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Caregiver's Afternoon Out, Please call in the morning of by 11 am to register your child for the afternoon. 819-449-2702. Migwech!</p>	<p>2</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>3</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>4</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>5</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Curriculum Prep/Cleaning/Home visits</p>	<p>6</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>CLOSED</p>	<p>7</p>
<p>8</p>	<p>9</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>10</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>11</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>12</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Curriculum Prep/Cleaning/Home visits</p> <p>*Evening Activity*</p>	<p>13</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>CLOSED</p>	<p>14</p> <p>happy Valentine's day</p>
<p>15</p> <p>XOXO</p>	<p>16</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>17</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>18</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>19</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Curriculum Prep/Cleaning/Home visits</p>	<p>20</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>CLOSED</p>	<p>21</p>
<p>22</p>	<p>23</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>24</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>25</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>26</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>Curriculum Prep/Cleaning/Home visits</p> <p>*Evening Activity*</p>	<p>27</p> <p>Sagabigoni Program 8:30—11:30 am</p> <p>CLOSED</p>	<p>28</p>
	<p>Sagabigoni Program For children ages 3-4 yrs old</p> <p>Caregiver's Afternoon Out For children ages 6 months to 3 yrs old</p>			<p>Evening Activity February 12 for children 3-6 yrs old (Full for registration, we have a waiting list)</p> <p>Evening Activity February 26 for children 0-2 yrs old (Full for registration, we have a waiting list)</p>		

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



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

**ODEKAN BABY
CONGRATULATIONS!**



Brielle Taylor Tolley

Proud Parents

Nikki Down

&

Owen Tolley

Proud big brother Declan

BORN

December 26, 2026

8lbs 10oz