



## **KITIGAN ZIBI ANISHINABEG**

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

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### **GENERAL BAND MEETING AGENDA APRIL 11, 2026 FROM 9:30AM TO NOON AT THE COMMUNITY HALL**

- 1) REPORT ON HYDRO NEGOTIATION FOR PAST DAMAGES
- 2) REPORT ON NEGOTIATIONS WITH NCC AND SENATORS REGARDING DEVELOPMENT AT LEBRETON FLATS
- 3) REPORT ON ABORIGINAL TITLE CASE AND RECENT COURT DECISION ON PROCEDURAL ISSUE
- 4) REPORT ON THE DEVELOPMENT OF PLANS FOR LANGUAGE BUILDING
- 5) MOOSE FILE NEGOTIATION REPORT
- 6) SOLAR ENERGY PROJECTS PROPOSAL
- 7) REPORT ON STARTING DATE ON WATER PROJECT FOR HIGHWAY 105 AND WAPUS WATER AND SEWER PROJECT
- 8) KZA TRUST ACCOUNT REPORT DATE WEDNESDAY APRIL 29, 2026 FROM 5PM TO 7PM
- 9) USE OF TRUST ACCOUNT REVENUE FOR PAYMENT OF TITLE CASE LEGAL COST, HOUSING BOTH BAND AND INDIVIDUALLY OWNED, PLANS TO IMPROVE ROAD AND OTHER ESSENTIAL BAND EXPENDITURES NOT COVERED BY ISC
- 10) REPORT ON USE OF BAND FUNDS FOR FUNERAL EXPENSES, ELDERS WINTER ALLOWANCES AND OTHER LEGAL COSTS
- 11) REPORT ON THE ALCOHOL TAX REBATE ISSUE
- 12) QUESTION AND ANSWER PERIOD

KITIGAN ZIBI  
ANISHINABEG



PHT

Peace Hills Trust

## TRUST INFORMATION SESSION

Join us for an important information session  
about the Kitigan Zibi Anishinabeg Trust.

April 22, 2026

**5 p.m. - 8 p.m.**

KZA Community Hall

A light meal and refreshments will be served. Door prizes will be available. To register online, email: [kzamembers@kza.qc.ca](mailto:kzamembers@kza.qc.ca)



# KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3B1 Tel: (819) 449-5270 Fax: (819) 449-5673



April 8, 2026

## General Labour Project 2026

### Employment Opportunities

TO: All Kitigan Zibi Anishinabeg Band Members:

Applications are now being accepted for General Employment within Kitigan Zibi. If you are interested in being considered for one of the following positions, you may complete the attached application form. Forms can be submitted at the Kitigan Zibi Band Office reception, by Thursday, April 16, 2026, at 4:00 p.m. Applications received after this time and date will not be considered.

#### Positions Available: Positions available:

- 2 General Maintenance crews: 2 Foremen, 4 Labourers each @ 20 weeks
- 1 Road Maintenance crew: 1 Foreman and 3 Labourers @ 20 weeks
- 1 School Maintenance Crew: 1 Foreman and 4 Labourers @20 weeks

The work involves carrying out a variety of labour intensive work activities as directed by the Community Services Director. Please see attached job description.

Salary for Labourer: \$18.15/hour;  
Salary for Foremen: \$26.38/hour.

#### General Conditions:

Work will be an eight-hour shift, five days per week from 8:00 a.m. to 5:00 p.m., for a total of 40 hours per week. Work hours may be modified with approval from the Community Services Director.

A selection committee will choose the employees for the upcoming season. The following criteria will be taken into account:

1. Attendance record on previous jobs.
2. Prior work performance.
3. General good health. Selected workers must present a medical certificate of good health signed by their doctor or sign an attestation that they are physically fit to carry out labour intensive work.
4. All KZA employees are obligated to sign a work Code of Ethics.







## **Kitigan Zibi Anishinabeg**

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

### JOB DESCRIPTIONS

#### Foremen

All foremen will be reportable to the Public Works Supervisor. They must supervise the employees assigned to their crew and record the hours each has worked per week. The foreman ensures that his/her crew's tasks are completed efficiently and safely. When tasks are completed, the foreman will contact the Public Works Supervisor for the next assignment. Foremen are working foremen and are expected to work with their crew whenever possible. They must ensure that all work is done as safely as possible and that their employees are not putting themselves or others at risk.

The Foremen must have good decision-making abilities. Experience supervising others is a definite asset. The Foremen must possess a valid driver's license and have access to a legally registered & insured vehicle and maintain them throughout employment.

Salary for the Foremen has been set at **\$26.38/hr**. They will also receive a maximum of \$130.00 per week for gas if they use their personal vehicle to access equipment.

#### Labourers

Labourers are reportable to the foreman they have been placed with. They will be asked to do various labour intensive tasks, examples:

- Doing strenuous work such as bending down and lifting heavy equipment/ materials;
- Stretching;
- Making repetitive movements using tools;
- Shoveling and raking, mowing grass; wood piling
- Climbing ladders;
- Extensive walking from one location to another (forestry);
- Working outdoors in the hot sun for extended periods during the Summer months and outdoors in cold weather during the late Fall;
- All other outdoor activities and duties as required.

Labourers are responsible for their own transportation to and from their place of work. They may be asked to operate machinery such as grass snippers and lawnmowers. They must have the proper safety equipment and clothing and boots which are required by CNESST. Salary for the Labourers has been set at **\$18.15/hr**.



## JOB OPPORTUNITY

### 2<sup>nd</sup> Posting

April 1, 2026

<b>POSITION:</b>	Community Health Nurse
<b>LOCATION:</b>	Kitigan Zibi Health and Social Services
<b>WORK SCHEDULE:</b>	35 hours a week
<b>TERM:</b>	Indeterminate – Full Time (6-month probationary period)
<b>SALARY:</b>	Level 7 (range based on experience)
<b>DUE DATE:</b>	April 16, 2026

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Under the supervision of the Nurse in Charge, the Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

#### **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 Human Resources Department no later than **April 16, 2026, by 4:00 P.M.**

#### **Contact information:**

**Email:** [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)

**Phone:** 819-315-0667 ext. 1601

**Location:** Human Resources Department – 315 Fafard Street, 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.**



## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### Community Health Nurse Job Description

#### GENERAL INFORMATION

**Job Title :** Community Health Nurse  
**Category :** Professional  
**Sector :** Kitigan Zibi Health & Social Services  
**Location :** Kitigan Zibi Health Center or as designated by Director  
8 Kikinamage Mikan, Maniwaki Quebec  
**Terms :** Full Time–Indeterminate  
**Hours :** 35 hours per week  
**Salary :** KZA Salary Scale Level 7  
in accordance with the KZA *Human Resource Policy*  
**Immediate Supervisor :** Nurse Team Leader  
**Date of Job Description :** August 2024

#### KZHSS MISSION STATEMENT

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

#### CLIENT SERVICE RESULTS

With the functional support, guidance and supervision provided by the Nurse Team Leader, the Community Health Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for KZHSS. The Community Health Nurse provides comprehensive and culturally appropriate nursing care for eligible clientele, which is comprised of health assessments/intervention, community based public health promotion/education and referrals; provided in connection with family support/involvement and through various community resources/partnerships.

#### KEY DUTIES

The nursing practice within Kitigan Zibi is delivered within the Nursing Framework for Practice within Law 90 and *l'Ordre des Infirmiers et Infirmieres du Quebec* (Nurses Code of Ethics), 17 reserved activities for nurses.

##### **Service Responsibilities:**

Under the direction, guidance and supervision provided by the Nurse Team Leader, the Community Health Nurse is responsible for:

- a. planning and delivering community health programs, taking into account the physical, social, spiritual, mental and environmental factors which influence each individual, family and community;
- b. delivering an immunization program in accordance to the Protocol Immunization Quebec and the KZHSS Immunization Policy and Procedures. Also, ensuring to

maintain a communicable disease-reporting program in collaboration with Nurse Team Leader;

- c. delivering the following community health programs in accordance with the KZHSS Community Health Service Policy and Procedure Manual (Preconception Health, Prenatal Health, Maternal Newborn, Infant and Preschool, School Health, and Community Health Services);
- d. delivering community health services in group or individual settings such as the community health facility, the community hall, the community schools, home visits and/or other designated community sites;
- e. developing and maintaining positive relationships with the individuals, families, the KZHSS staff and the leaders of the community and clarifying KZHSS Service policies and professional requirements when required;
- f. supporting the KZHSS in the development of safe efficient health facilities/operations; and,
- g. meeting with or communicating via telephone with physicians, other nurses, nurse practitioners, optometrists, dentists, other health staff, and hospital authorities or other agencies involved in the care of KZA's community members on a regular basis and as required.

*Jointly, with the Health Team, and in accordance to the terms and conditions of any protocols developed, the Community Health Nurse is responsible for:*

- h. developing an annual community work plan based on the organizational strategic plan and reviewing and reporting on its progress annually; and,
- i. participating in the ongoing quality assurance process.

### **Community Health Programs**

#### **A) Preconception Health Services :**

- a. establishing liaison between the program and school staff;
- b. providing service to all child bearing adults;
- c. providing an annual standardized preconception health curriculum to KZES as per KZHSS Community Health Service Policy and Procedures; and,
- d. with a prescriber's license, offer smoking cessation program to all child bearing adults. Offering Contraception to those who are eligible.

#### **B) Prenatal Health Services**

- a. providing extra support to pre-natal individuals considered "at risk" (as identified by the Prenatal Screening Form) and ensuring regular exams by their physician and/or Midwife are received;
- b. providing monthly prenatal screening and assessment clinics;
- c. conducting an in-depth family assessment on any "at risk" prenatal clients, their support and family; collaborating with other teams within KZHSS for support;
- d. providing a standardized prenatal class to all child bearing individuals of any age who are pregnant;
- e. provision of the Nutrition Voucher Incentive Program to those who are eligible; and,
- f. contraception, Smoking Cessation program with prescriber's license.
- g.

### **C) Maternal and Newborn Health Services**

- a. receiving a referral from CISSSO/Ontario/ other health facilities on all birthing persons and their newborns post discharge;
- b. working in collaboration with local midwife for postnatal follow-ups;
- c. providing post-natal information and consultations to parents;
- d. providing extra support to newborns considered "at risk" and ensuring they receive regular exams by their physicians, and/or, midwives;
- e. performing overall newborn health assessments based on the maternal/newborn risk assessment;
- f. providing health education and information to individuals and groups on subjects pertaining to child safety, child care, nutrition, breast/chest feeding, parenting, family planning, appropriate regular clinics, group sessions and/or making home visits as required;
- g. delivering an immunization program to ensure all newborns and infants are immunized as required where applicable;
- h. conducting follow up assessments using the ABCDaire Screening Tool and making referrals as necessary;
- i. provision of the ABCDaire Growth & Development and Nutrition Voucher Incentive Program; and,
- j. contraception, Smoking Cessation program with prescriber's license.

### **D) Infant and Pre-School Health Services**

- a. participating in pre-school health screening clinics using approved Developmental Screening Tools (ABCDaire);
- b. conducting necessary screening for preschoolers (e.g. vision, hearing, and any others considered necessary) and completing initial health assessments when required;
- c. delivering an immunization program to ensure all preschoolers are adequately immunized;
- d. providing health education and information to parents regarding their child's health status; where appropriate;
- e. conducting follow up and referring internally to other service providers within KZHSS, and/or external service providers as needed; and,
- f. provision of the ABCDaire Growth & Development and Nutrition Voucher Incentive Program.

### **E) School Health Services**

- a. Establishing liaison and conducting an annual teacher/staff in-service for communicable and infectious disease management and control;
- b. Conducting necessary screening for students (e.g. vision, hearing, and any others considered necessary) and performing health assessments when required;
- c. Monitoring the immunization status of all students attending the on-site community school; providing immunizations in school for eligible classes following the PIQ guidelines.
- d. Providing health education and information to the parents regarding their child's health status;
- e. Obtaining health history, making referrals internally to visiting health professionals (family doctor, GMF nurse, therapist) and external when necessary with consent of parent.
- f. Providing health teachings such as: nutrition, chronic conditions, sex education, etc.
- g. Contraception, Smoking Cessation program with prescriber's license.

## **F) Community Health Services**

- a. provide health screening clinics to assist in identifying chronic diseases; provides teachings on preventing chronic health conditions;
- b. provide health education for chronic disease management to individuals or groups;
- c. assessing physical and social needs of chronically ill adults; following up, monitoring and making necessary referrals when required;
- d. coordinating and delivering routine immunization clinics as per KZHSS Community Health Services Immunization Program, PIQ Immunization Guidelines & Provincial Standards;
- e. ensuring the provision of a TB control program, utilizing First Nations and Inuit Health Branch (FNIHB) and KZHSS protocol to implement regular Tuberculin Skin Testing; liaising with physicians and completing recommended follow up;
- f. provides urgent and non-urgent essential primary health care services (e.g. minor procedures such as prescribed injections, suture removal with prescription, minor wound care);
- g. advocates for client needs and facilitates access to other health services by establishing linkages with appropriate service providers; referrals to appropriate care beyond the scope of nursing practice, assistance with obtaining health records from other service providers;
- h. treatment centre referrals in collaboration with NNADAP program;
- i. referring to foot care services when applicable;
- j. assisting with community health education displays monthly;
- k. assisting with community health promotion and prevention activities; and,
- l. monitors immunization storage, maintenance and ensures proper precautions and protocols are followed to avoid vaccine cold chain break (e.g. records fridge temperature twice daily).
- m. Assists with the bloodwork clinic

## **Other Responsibilities**

Under the direction of the Nurse Team Leader, the Community Health Nurse is responsible for:

- a. reporting to the Nurse Team Leader on all matters pertaining to the Community Health programs;
- b. completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data. Completing all communicable disease reports and ensuring all data is submitted to Nurse Team Leader;
- c. completing and submitting an annual community prioritized work plan according to approved format; participating in the annual review and update;
- d. maintaining complete, accurate, and timely charting using the electronic health record system (Medesync);
- e. ensuring safekeeping of over the counter medications, supplies and vaccines;
- f. participating in community health meetings when necessary;
- g. participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- h. providing Community Health Educational In-services to KZHSS employees, Community Health Service Workers;
- i. reporting on material learned at training seminars attended;
- j. meeting and planning as a team player with KZHSS team members; and,

- k. providing guidance, field experience and supervision of student from nursing faculties when required.

### **Organizational Responsibilities**

As a representative of KZHSS, the Employee is responsible for:

- a. reflecting and interpreting the KZHSS Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Policies, Standards and Procedures;
- c. proposing changes within KZHSS that would improve the quality of service to Anishinabe children, families and community;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabe children, families and communities;
- e. understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabe culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records; and,
- h. participating in annual Performance appraisals.

### **ACCOUNTABILITY**

The Community Health Nurse is accountable:

- a. for following the Medical Directives set out by KZHSS and CISSSO collaboration;
- b. for following all policies, standards and procedures set out by KZHSS & KZA; and,
- c. for maintaining relevant nursing knowledge, skills and leadership competence through continuing education

To the professional governing bodies (Ordres des infirmières et infirmiers du Québec).

### **KNOWLEDGE AND SKILLS**

- Theories, principles, and practices of current effective Nursing techniques (e.g. administering vaccines), case management, medication management, infection prevention & control, and adherence to all components of the nursing framework for practice within KZHSS.
- Knowledge of provincial communicable disease prevention and management protocols (e.g. P.I.Q -*Protocole d'immunisation du Québec*) and database reporting systems; (e.g. SI-PMI - *systeme d'information en protection des maladies infectueuses*).
- Effective interpersonal communications skills, ability to build rapport with others.
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Ability to maintain professionalism, discretion and confidentiality at all times.
- Able to uphold and promote KZHSS values, philosophy, ethics and integrity.
- Knowledge of relevant Occupational Health and Safety standards and Accreditation Canada standards.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual.
- Knowledge of governing provincial and federal legislative, regulatory and policy requirements specific to the delivery of Health and Nursing programs in the province of Quebec, including but not limited to Privacy Laws, the Nurses Act, Law 90, An Act

to Amend the Professional Code, as well as standards, guidelines, and policy positions of the Ordre des Infirmiers et Infirmieres du Quebec (e.g. Nurses Code of Ethics).

#### **CONTACTS**

- Maintains positive relationships with clients in providing community health nursing program and service delivery through family-centered practice.
- Maintains effective working relationships with local health providers and community agencies to make referrals.
- Collaborates with co-workers, and other community front line workers by participating in multidisciplinary initiatives such as the development of community strategic documents (e.g. pandemic/emergency preparedness plan).
- Networks with external/internal partners to provide evidence-based services and activities for community mobilization; collaborates with the Public Health Protection, First Nations and Inuit Health Branch (FNIHB), Public Health Agency of Canada (PHAC), le Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO) and other regional health care agencies in delivery of usual and emergency programs (e.g. pandemic response planning, mass immunizations, Communicable Disease Control and Management).
- Advocates for clients and coordinates referral to appropriate provincial secondary and tertiary levels of care such healthcare providers /institutions and therapeutic services (e.g. psychologist), and internal/external health, social, and education programs.
- Liaises and networks with local service providers. (e.g. Maniwaki Hospital/CLSC, institutions, educational facilities, government agencies, health care agencies/facilities)

#### **MANAGERIAL/SUPERVISORY**

<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>▪ Delegates duties to non-medical staff in compliance with Law 90 (i.e. students)</li> </ul>
<b>Financial Resources:</b>	<ul style="list-style-type: none"> <li>▪ Not applicable in this position.</li> </ul>
<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>▪ Ensures doctors/nurses medical clinics are fully stocked and maintained, and that equipment is properly disinfected and sterilized.</li> <li>▪ Ensures protection and confidentiality of client medical files and sensitive healthcare information.</li> </ul>

#### **ENVIRONMENTAL FACTORS**

<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Manages medium to high level stress and multi-tasks daily;</li> <li>▪ Uses proper ergonomic techniques to carry or lift heavy objects;</li> <li>▪ Mental alertness to changing and challenging situations;</li> <li>▪ Strong interpersonal mental health;</li> <li>▪ May be required to intervene in precarious situations.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Required to participate in KZHSS administrative/operational tasks (e.g. sitting on an interview board).</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> <li>▪ Variable workplace setting includes clinic, client homes, and within the community.</li> <li>▪ Required to use the KZHSS vehicle.</li> <li>▪ The incumbent of this position may come into contact with communicable diseases, and body fluids such as vomit, blood, spittle, urine and feces.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Nursing from a recognized public post-secondary University</li> </ul> <p><i>or at a minimum:</i></p> <ul style="list-style-type: none"> <li>▪ College Diploma in Nursing from a recognized public post-secondary college with one year of relevant work experience.</li> <li>▪ Current registration with l'Ordre des Infirmieres et Infirmiers du Quebec or eligibility to acquire immediate registration.</li> <li>▪ Must take Immunization Certification course upon hiring and attend mandatory training sessions.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of Indigenous health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs.</li> <li>▪ Knowledge of Anishinabe culture and issues affecting Anishinabe children and families in Kitigan Zibi.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to communicate orally and in writing in English.</li> <li>▪ Ability to manage staff and financial resources.</li> <li>▪ Computer literacy skills conducive to the office environment.</li> </ul> <p><b>Skills/Abilities</b></p> <ol style="list-style-type: none"> <li>a. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery;</li> <li>b. ability to apply ethics of nursing practice in decision making;</li> <li>c. willingness to adapt to the changing demands of the position;</li> <li>d. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership;</li> <li>e. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office;</li> <li>f. problem-solving and leadership skills;</li> <li>g. ability to maintain confidentiality and be an example of professionalism, as identified by KZHSS;</li> <li>h. ability to follow direction and work within the policies, procedures and the vision, mission and core values of KZHSS; and,</li> <li>i. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met.</li> </ol> <p>NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.</p>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliability;</li> <li>▪ Ability to withstand or support emotionally-charged or potentially unpleasant and/or disturbing situations;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> <li>▪ Willingness to receive updated training.</li> <li>▪ Ability to work outside of work hours if required.</li> </ul>
<p><b>Certification/Licenses to maintain for duration of employment:</b></p>	<ul style="list-style-type: none"> <li>▪ Must maintain licensing with the <i>Ordre des infirmiers et infirmières du Québec</i> and the nursing functions of the <i>Profession d'infirmières ou d'infirmiers du Québec</i>; <ul style="list-style-type: none"> <li>○ Each nurse must participate annually in a minimum of 20 hours of continuous education that is in direct relation to the nurse's professional practice.</li> </ul> </li> <li>▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle.</li> <li>▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols.</li> <li>▪ Prescribers license or ability to obtain prescriber's license.</li> </ul>
<p><b>Assets:</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in French</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>



## **JOB OPPORTUNITY**

OPEN UNTIL FILLED

April 1 2026

<b>POSITION:</b>	<b>Mental Health Worker</b>
<b>LOCATION:</b>	Kitigan Zibi Health and Social Services
<b>WORK SCHEDULE:</b>	35 hours a week (varied schedule)
<b>TERM:</b>	Indeterminate – Full Time (6-month probationary period)
<b>SALARY:</b>	Level 7 (range based on experience)
<b>DUE DATE:</b>	Open until filled

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The Mental Health Social Worker develops, assists, and facilitates mental health service delivery through established mechanisms and partnerships with internal/external resources to community members. They work as a member of a multi-disciplinary team to provide social services to students, families, school, senior-care residents, hospital patients and clients with disabilities.

### **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 Human Resources Department.

### **Contact information:**

**Email:** [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)

**Phone:** 819-315-0667 ext. 1601

**Location:** Human Resources Department – 315 Fafard Street, 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 process.**



## KITIGAN ZIBI HEALTH & SOCIAL SERVICES

### Mental Health Social Worker Job Description

#### GENERAL INFORMATION

**Job Title :** Mental Health Social Worker  
**Category :** Professional  
**Sector :** Kitigan Zibi Health & Social Services  
**Location :** As designated by KZHSS Director  
**Terms :** Full Time–Indeterminate  
**Hours :** 35 hours per week  
**Salary :** KZA Salary Scale Level 7 (Range negotiable)  
in accordance with the *KZA Human Resource Policy*  
**Immediate Supervisor :** KZHSS Director  
**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 Mental Health Social Worker develops, assists, and facilitates mental health service delivery through established mechanisms and partnerships with internal/external resources to community members. They work as a member of a multi-disciplinary team to provide social services to students, families, school, senior-care residents, hospital patients and clients with disabilities.

#### KEY DUTIES

- Client advocacy.
- Ensures effective communications systems are in place which include referral protocols, guidelines and policies for the management of patients with various service providers.
- Clinical supervision of frontline KZHSS staff.
- Client psychosocial assessment of client needs (individual, family); development of service plans.
- Family, group, individual counselling.
- Judicial and hospital reports.
- Reporting requirements to social workers.
- Public curatorship.
- Develops, implements and provides effective professional learning in the areas of abuse, behaviour management and social emotional issues.
- Remains current on relevant research, best practices, legislation and professional literature.

### KNOWLEDGE AND SKILLS

- Theories, principles, and practices of Human Relations.
- Skills in clinical assessment, treatment and intervention.
- Knowledge of applicable laws, P-38, Youth Protection laws.
- Knowledge of Quebec's laws and regulations under MSSS.
- Knowledge of child, youth and family services and educational system.
- Knowledge of KZA sectors, services, and multidisciplinary protocols in place.
- Knowledge of all relevant KZA/KZHSS policies, KZA Code of Ethics, KZA Human Resources Manual and Privacy Laws.
- Knowledge of skills in crisis intervention/tragic response and suicide intervention skills.
- Knowledge in providing consultation to professional colleagues, teachers, administrators, parents and guardians.

### CONTACTS

- Briefs Director of issues/concerns.
- Provides input on policy and procedural changes.
- Maintains positive relationships with residents, clients, co-workers and community members.
- Works with special needs persons (intellectual), debriefing.
- Liaises and networks with local service providers, partners, Centre-Jeunesse, Pierre-Janet Coordinator.
- Works with Home-Care Coordinator.
- Works with local service providers (CSSSO), institutions, educational facilities, government agencies, health care agencies/facilities, hospitals, seniors' residences.
- Works with regional providers, including regional services.
- Collaboration with law enforcement

### MANAGERIAL/SUPERVISORY

<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>▪ Provides clinical supervision and mental health training to KZHSS staff.</li> </ul>
<b>Financial Resources:</b>	<ul style="list-style-type: none"> <li>▪ Not applicable in this position.</li> </ul>
<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>▪ Maintains confidential files, records to ensure their safety in accordance with professional standards, including preparation of reports.</li> </ul>

### ENVIRONMENTAL FACTORS

<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Manages medium to high level stress and multi-tasks daily.</li> <li>▪ Uses proper techniques to carry or lift heavy objects related to activities.</li> <li>▪ Mental alertness to changing and challenging situations.</li> <li>▪ Strong interpersonal mental health.</li> <li>▪ May be required to intervene in precarious situations.</li> <li>▪ Ability to work with vulnerable populations and families.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Required to transport and at times accompany clients to healthcare and judicial institutions and/or appointments.</li> <li>▪ Required to work flexible hours.</li> <li>▪ May be required to respond to emergencies.</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree from a recognized university in social work, plus 2 years' experience in a counselling or related field <b>or</b>,</li> <li>• Bachelor's degree in social field and registered to a professional order.</li> <li>• Must be registered or ability to be registered with Order of Social Workers of Quebec, Marriage and Family Therapists of Quebec.</li> </ul>
<b>• INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and Algonquin culture and communities.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Ability to provide a full range of professional social work services as well as delegate tasks in planning, teaching and leadership.</li> <li>▪ Ability to intervene with children, adolescents, adults, seniors, families, persons with disabilities and subsequently develop a psychological treatment plan.</li> <li>▪ Ability to be honest, non-judgemental, non-intrusive and to work as a team.</li> <li>▪ Ability to adopt and apply personal self-care strategies.</li> <li>▪ Ability to provide psychosocial education to multi-disciplinary teams.</li> <li>▪ Ability to communicate orally and in writing in English and French.</li> <li>▪ Ability to work effectively with staff.</li> <li>▪ Ability to work with standard computer software.</li> <li>▪ Legally able to work in Canada.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy.</li> <li>▪ Reliability.</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment.</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Valid driver's license for the duration of employment. An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle.</li> <li>▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment.</li> <li>▪ Must provide medical certificate of good health if considered for the position.</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired.</li> <li>▪ Must follow all safety precautions and protocols.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ French verbal and written communication skills to communicate with stakeholders in the provincial system.</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>

# Sore Throat

EMERGENCY:  
CALL **911** IF

- You have trouble breathing.



## When to seek **professional** help

- Your throat has been sore for more than 3 days and you are not getting better.
- You have a fever and your temperature is not going down, even after taking medication.
- You have a great deal of difficulty speaking or swallowing.
- There are changes in the colour or texture of your skin (feels like sandpaper).

### How to get **help**

- 24/7, dial **811**
- Call your pharmacist
- Make an appointment for a screening test on [clicsante.ca](https://clicsante.ca) or dial 1-877-644-4545
- Call your clinic to make an appointment
- If you do not have a doctor, dial **811** *option 3*
- Find an appointment on [rvsq.gouv.qc.ca](https://rvsq.gouv.qc.ca)

This booklet is not intended to replace the advice of a medical professional, nor is it intended to be a substitute for medical care.

All content available on [sante.quebec](https://sante.quebec)

A sore throat can be very painful, cause a burning feeling and prevent you from swallowing properly for a few days.

## What to do at home



**Mouth rinse:** Boil water and pour into a glass. Add a teaspoon of salt to the water and stir well. Once the water has cooled off, rinse your mouth with the warm salt water and gargle several times day.



**Hydration:** Drink hot or cold beverages, depending on what feels best.



**Ice:** Suck on ice cubes or eat frozen treats.



**Food:** Eat easy to swallow foods: soups, purées, eggs, cottage cheese or yogurt.

**FAMILY WELLNESS**  
**LEATHER**  
**MINI DRUM KEYCHAINS**  
**WORKSHOP**



**WEDNESDAY, APRIL 15, 2026**  
**6PM TO 8PM**  
**ÒDE WÌDÒKÀZOWIN ACTIVITY ROOM**

**CHILD CARE AVAILABLE**

**SNACKS AND BEVERAGES PROVIDED**

**PLEASE CALL KAREN TO REGISTER AT**

**819-449-2323 EXT. 2808**



# Open Youth Centre

148 Paganakomin Mikan

**THURSDAY  
APRIL 16TH,  
2026  
4PM-6PM**

**AGES: 7-15  
\*\* SIGN IN REQUIRED  
BY A  
PARENT/GUARDIAN\*\***

LUNCH WILL BE PROVIDED: SOUP & BANNOCK!!

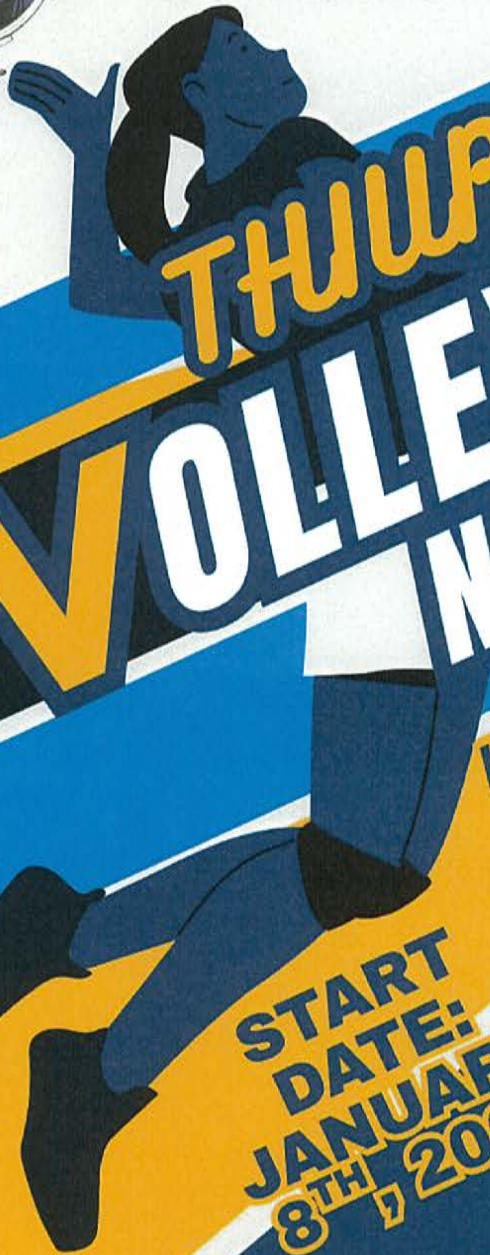
Please bring a pair of indoor shoes & slippers

**FOR MORE INFO/  
ANY QUESTIONS,  
PLEASE CONTACT  
JAYDEN & ANNIE  
819-449-2323  
EXT 2804/2807**





**KZHSS SPORTS &  
RECREATION**



**THURSDAY**  
**VOLLEYBALL**  
**NIGHTS**



**KZ SCHOOL GYM**  
**6PM-8PM**

**START**  
**DATE:**  
**JANUARY**  
**8<sup>TH</sup> 2026**

COME JOIN  
US FOR A  
FUN NIGHT  
OF  
VOLLEYBALL  
EVERY  
WEEK!!



**FOR AGES 14+**

**OPEN TO:**

**PLAYERS OF ALL SKILL  
LEVELS**



**FOR MORE INFORMATION: CONTACT  
KANE OR COLTEN AT 819-449-2323  
EXT 2811/2812**

**K.Z.H.S.S. PRESENTS**



# **OPEN GYM**

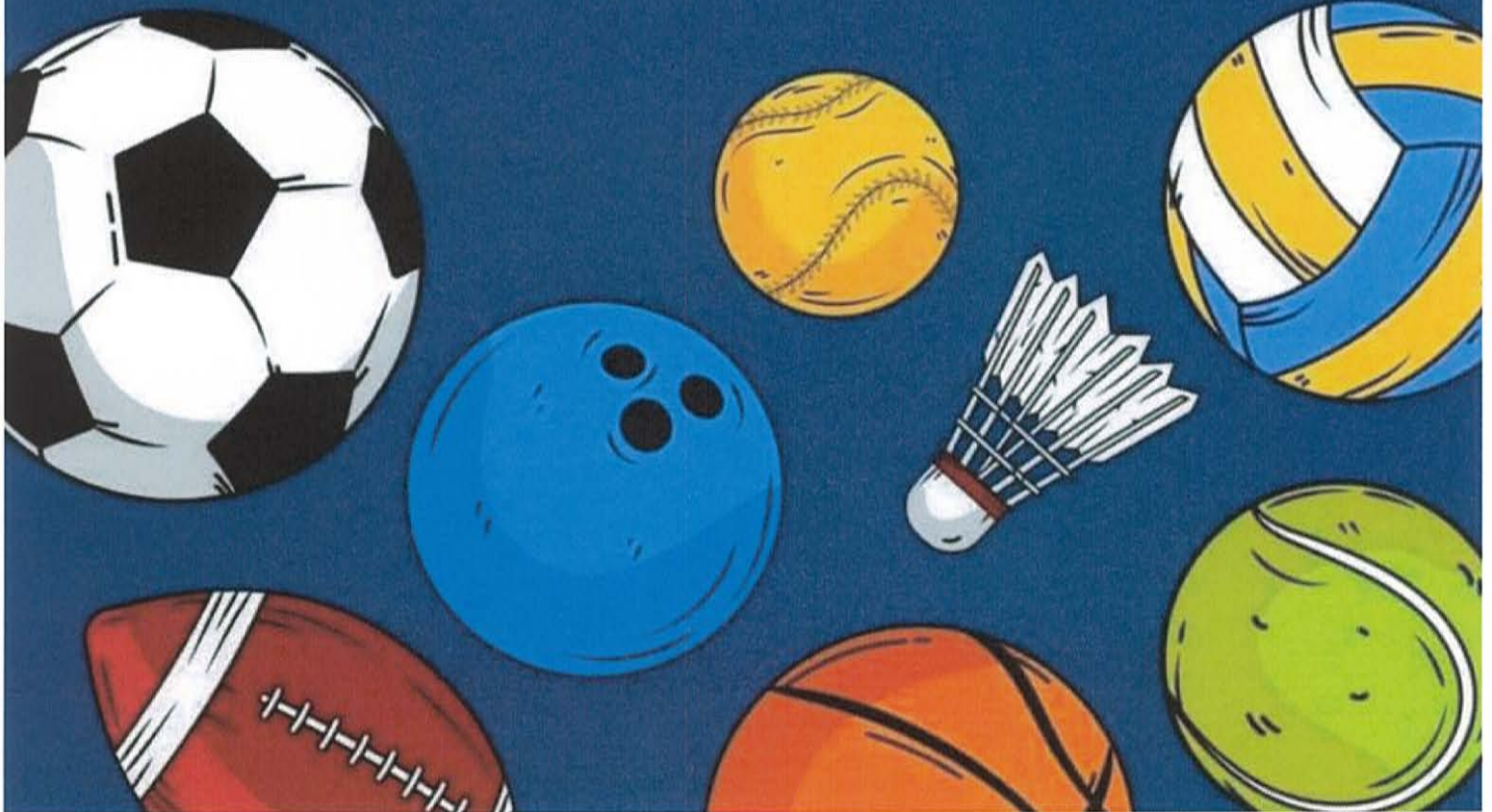
**AT K.Z. SCHOOL GYM**

**STARTING JANUARY 13<sup>TH</sup>**

**EVERY TUESDAY**

**FROM 6-8PM**

**IF ANY QUESTIONS PLEASE CALL  
KANE OR COLT AT 819-449-2323.**

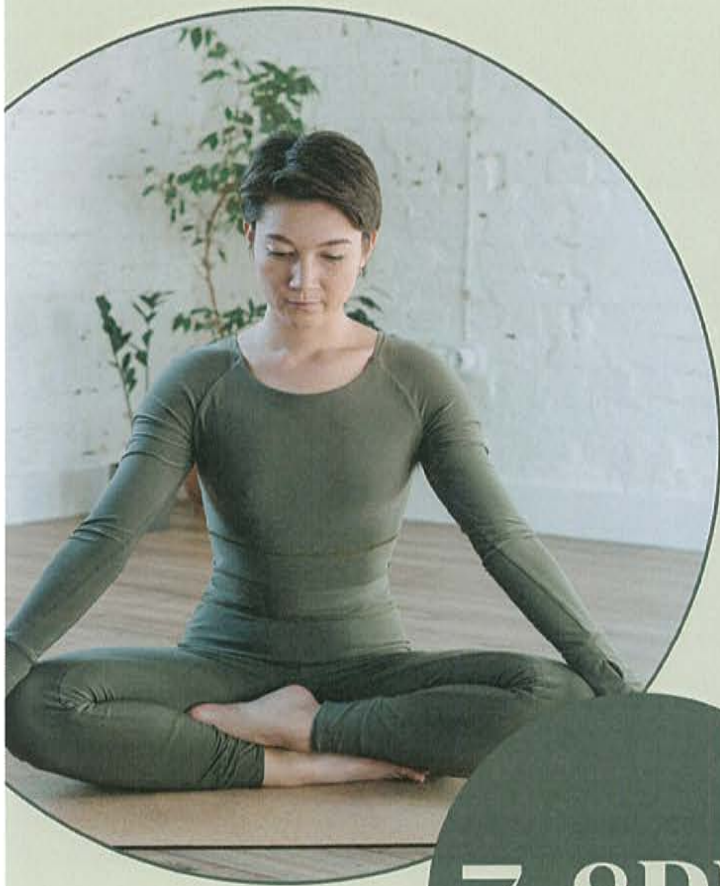


KZHSS PRESENTS




# FIND STRENGTH IN SERENITY: TUESDAY YOGA CLASS


7-8PM



Our yoga class welcomes all levels, offering a soothing flow that enhances flexibility, strengthens the body, and calms the mind. Guided by skilled instructors, this is your time to recharge and find peace within.

**IF YOU NEED US RIGHT NOW, PLEASE CALL:**

 819-449-2323

 148 Paganakomin Mikan

# WE'RE HIRING

## JOIN OUR TEAM



««« WE'RE LOOKING FOR CERTIFIED »»»

**Early Childhood Educators (ECE)**  
**Elementary Teachers (B.Ed)**  
**High School Teachers (B.Ed)**  
**Specialized Teachers (B.Ed)**  
**Pedagogical Advisor**  
**Special Education Support**  
**Education Assistants**

### PERKS & BENEFITS »»»

- Competitive salary
- 35 hours / week
- PD opportunities
- Land-based learning & mentorship
- Employment Assistance Program
- Learn about Indigenous culture
- ...and so much more!

37 Kikinamage Mikan  
Kitigan Zibi/Maniwaki QC  
(819)449-1798

**APPLY NOW!**

**SEND YOUR CV TO :**  
[HR.advisor@kza.qc.ca](mailto:HR.advisor@kza.qc.ca)

*Connect with us for a visit!*



# FULL CJIIC TUITION SCHOLARSHIPS AVAILABLE

For Indigenous students pursuing journalism at Carleton University

## About

Because a land acknowledgement should be more than words, Carleton University is offering **three full tuition scholarships** for students accepted into the Certificate in Journalism in Indigenous Communities (CJIIC).



Apply now!:



## Available to:

One student from each of the following communities:

- **Algonquins of Pikwàkanagàn First Nation**
- **Kitigan Zibi Anishinabeg First Nation**
- **Mohawk Nation of Akwesasne**



## Eligibility Requirements

To be eligible, you must:

- Be a confirmed member of one of the **three eligible communities**
- Have received an **offer of admission** to the CJIIC program
- Confirmation of **Indigenous Identity**
- Provide a recent **academic record** (e.g. transcript, report card, GPA summary)
- Write a **250-word personal essay** on how you plan to use the skills gained through the certificate

## Mark Your Calendars!

Applications close on **June 1, 2026**



Journalism in **Indigenous** Communities



Support is here. Your story matters. Take the next step in your journalism journey.

Apply for a scholarship at: <https://forms.office.com/r/rB5KWZKyKH>



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

April 9, 2026

POSITION:	<b>Wazonon Educator</b>
LOCATION:	Wazonon Daycare, 38 Paganakomin Mikan
WORK SCHEDULE:	37.5 hours a week. Monday to Friday
TERM:	Indeterminate. Full time Standard probationary period
SALARY:	Educator (certified): \$25.78 - \$34.44 Educator (non-certified): \$21.23 - \$31.84
DUE DATE:	April 23, 2026, at 4:00 p.m.

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Under the Supervision of the Wazonon Coordinator, the Wazonon Educator is responsible to deliver a quality early childhood education program to all children attending Wazonon.

### **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 Human Resource Building by **Thursday April 23, 2026, at 4:00 P.M. (EST)**.

### **Contact information:**

Email: [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)

Phone: **819-315-0667 ext. 1601**

Location: **Human Resources Building** (315 Fafard Street, 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 process.**



## KITIGAN ZIBI EDUCATION SECTOR

### Wazonon Educator Job Description

GENERAL INFORMATION	
<b>Job Title</b>	Wazonon Educator
<b>Category</b>	Technical
<b>Sector</b>	Kitigan Zibi Education Sector (KZES)
<b>Location</b>	Wazonon
<b>Terms</b>	Indeterminate. Standard probationary period
<b>Hours</b>	37.5 hours per week. Monday-Friday
<b>Salary</b>	As per Kitigan Zibi Salary Scale
<b>Immediate supervisor</b>	Wazonon Coordinator
<b>Date of job description</b>	April 2026
JOB SUMMARY	
<p>Under the Supervision of the Wazonon Coordinator, the Wazonon Educator provides a quality early childhood program to all Wazonon Children.</p>	
RESPONSIBILITIES	KEY DUTIES
<b>Child Intake, Placement and Referral</b>	<ul style="list-style-type: none"> <li>• Educates parents/guardians about rules of the centre, realm of services and operational matters affecting service delivery.</li> <li>• Assists in the integration of new children.</li> </ul>
<b>Develops and implements a culturally based early childhood education program</b>	<ul style="list-style-type: none"> <li>• Implements quality instructional services that allow for the growth and development of the children in the program.</li> <li>• Ensures weekly, monthly and annual programming is implemented, reviewed and maintained consistently; that is age appropriate and culturally relevant.</li> <li>• Communicates daily with parents on their child’s development, programming, upcoming events, changes.</li> <li>• Maintains a safe environment in assigned rooms that are organized and adheres to safety standards.</li> <li>• Creates learning centres that aid in child development and fosters learning and follows rotation schedules.</li> <li>• Develops and implements age-appropriate early childhood education programming that address the physical, emotional and mental capacity of each child.</li> <li>• Fosters a learning environment that positive, nurturing, and age appropriate to meet the needs of each child.</li> <li>• Adheres to established Wazonon policies and procedures for behaviour management.</li> <li>• Prepares material resources required for programming.</li> </ul>

<b>Child assessment and evaluation</b>	<ul style="list-style-type: none"> <li>• Creates and maintains charts and files on each child registered in group that include health issues/concerns, allergies, attendance.</li> <li>• Communicates with Coordinator, parents and or legal guardians in child’s progress at Wazonon.</li> </ul>
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<b>ACCOUNTABILITY</b>
<ul style="list-style-type: none"> <li>• Abides by all KZA/KZES/Wazonon Policies including, KZES Policies and Procedures Manual, KZA Human Resource Manual, KZA Employee Work Code of Ethics, KZA Oath of Confidentiality and KZA Harassment and Violence Policy.</li> </ul>

<b>WORKING RELATIONSHIPS</b>	
<b>Interpersonal Relationships</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains positive and respectful working relationships with coworkers, clients, community members and partners.</li> <li>• Excellent communication with all staff, parents and families using excellent written and verbal skills.</li> <li>• Strong interpersonal skills and service oriented.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Works collaboratively as a team and independently as required.</li> <li>• Participates in Wazonon staff meetings.</li> <li>• Understands personal limitations and seeks advice when necessary.</li> </ul>
<b>Negotiations</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Attends professional development workshops as required.</li> <li>• Attends workplace safety training and exercises as required. (WHMIS, CPR/First Aid for children, Food Handling).</li> <li>• Available and willing to travel for training purposes if necessary.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Meets work objectives within established time frames.</li> <li>• Manages time effectively.</li> <li>• Ensures reporting and programming requirements are met within required timeframes and in accordance to regulations and standards set out by the Kitigan Zibi Education Sector and funding agencies.</li> </ul>
<b>Mental and Physical Effort</b>	<ul style="list-style-type: none"> <li>• Manages medium level stress and multi-tasks daily.</li> <li>• Uses proper techniques to carry or lift heavy objects and children.</li> <li>• Mental alertness to changing situations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong cognitive ability for childcare and ensuring minimal needs.</li> <li>• Strong interpersonal mental health.</li> <li>• Mental caliber to withstand or support possible emotionally charged situations.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Mainly indoors and Centre based. The employee will go on walks with children and do outdoor activities weather permitting.</li> <li>• The employee may be placed with groups and changed dependant upon need.</li> <li>• Employees must be able to maintain the training and security clearances required under the funding agreements.</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>• Knowledge and awareness of Kitigan Zibi language, culture and community.</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Completion of Early Childhood Education program from a recognized post secondary institution or vocational program.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Oral fluency in reading and writing in English mandatory.</li> <li>• Willing and able to work flexible hours as required.</li> <li>• Ability to be objective towards child assessments.</li> <li>• Trustworthy, discreet and able to maintain confidentiality.</li> <li>• Punctual and reliable with low absenteeism.</li> <li>• Ability to work independently without close supervision.</li> <li>• Computer literate and ability to operate office machinery.</li> </ul>
<b>Conditions of employment require the candidate to maintain these licences/certifications throughout employment</b>	<ul style="list-style-type: none"> <li>• No criminal conviction related to the field of work and maintain throughout employment.</li> <li>• Must provide medical certificate of good health if required for the position.</li> <li>• Valid First Aid and CPR Training Certification for child and infants or ability to acquire training within three months of hired and maintain certification.</li> <li>• Must follow all safety precautions and protocols.</li> <li>• Legally able to work in Canada.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>• Ability to communicate in Algonquin and/or French an asset.</li> </ul>

**ODEKAN BABY  
CONGRATULATIONS!**



**HARLEY PINK MENESS**

**Proud Parents  
Haley Jo Meness  
&  
Ryan Poucachiche**

**BORN  
September 4, 2022  
7lbs 10oz  
5:44pm**



# **FASHION SHOW KITIGAN ZIBI KIKINAMADINAN**


**Artists and designers are invited to participate in our  
fashion show.**

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**FRIDAY APRIL 24, 2026  
KITIGAN ZIBI SCHOOL  
CURTAINS OPEN AT 6:00 pm**

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**Please register with Kelly Diabo by Monday April 20, 2026 at  
[kelly.diabo@kzeslearning.com](mailto:kelly.diabo@kzeslearning.com)**





Name: \_\_\_\_\_

## April Grammar Contest

Complete the crossword puzzle below and email it to [odaminowin2021@gmail.com](mailto:odaminowin2021@gmail.com) or drop it off at the Cultural Center before April 27th.

**RANDOM DRAW for  
\$100 Gift Certificate  
from KZ STORE.**

**Grammar Note :**

**Ki** is the pronoun meaning you. The absence of a tense indicator means it is in the present tense. The addition of the preverb **wi** means a desire or a want. The grammar frame is **Kiwì \_\_\_\_\_** which translates to "You want to do the verb."

Created using the Crossword Maker on [TheTeachersCorner.net](http://TheTeachersCorner.net)

kiwì wìsin

kiwì namadab

kiwì nìm

kiwì nibà

kiwì nigam

kiwì kikinàmàgo

kiwì giwe

kiwì

minikwe

kiwì podawe

kiwì dòdamin

kiwì dijà

kiwì binchige

### Across

1. You want to dance.
2. You want to eat.
5. You want to go home.
6. You want to play.
7. You want to clean up.
9. You want to sit.
10. You want to sing.
11. You want to sleep.

### Down

1. You want to make fire.
3. You want to learn.
4. You want to drink.
8. You want to go.



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

April 1, 2026

**POSITION:** Secretary/ Police Dispatcher

**LOCATION:** Kitigan Zibi Police Service

**WORK SCHEDULE:** 35 hours per week  
(Able to work outside of normal working hours when needed)

**TERM:** Indeterminate. 6-month probationary period  
Must be able to pass the CRPQ Administrative training

**SALARY:** KZA Level 3 Range 0

**START DATE:** July 27, 2026

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### **SUMMARY:**

Under the supervision of the Director of Policing and Public Security, the Secretary/Police Dispatcher provides administrative and clerical support to the Kitigan Zibi Police Service and is responsible for receiving and dispatching calls for service within the Kitigan Zibi Anishinabeg community. The incumbent serves as a central point of contact between community members, police officers, and emergency services, supporting a community-oriented and culturally respectful approach to policing.

### **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 Building, 315 Fafard Street, Maniwaki, Quebec J9E 3B4 by April 15, 2026 at 4:00 p.m. (EST)**

### **Contact information:**

**Email:** [myra.dumont@kza.qc.ca](mailto:myra.dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.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.**



## KITIGAN ZIBI POLICE SERVICE

### Secretary/Police Dispatcher Job Description

#### GENERAL INFORMATION

**Job Title :** Secretary/Police Dispatcher  
**Category :** Administrative  
**Sector :** Policing  
**Location :** Kitigan Zibi Police Station  
8 Mikan, Maniwaki, Quebec  
**Terms :** Full Time–Indeterminate. 6 month probationary period  
**Hours :** 35 hours per week  
**Salary:** KZA Scale Level 3 Range 0  
**Immediate Supervisor :** Director of Policing and Public Security  
**Date of Job Description:** February 2026

#### KZPD MISSION STATEMENT

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

#### CLIENT SERVICE RESULTS

Under the supervision of the Director of Policing and Public Security, the Secretary/Police Dispatcher provides administrative and clerical support to the Kitigan Zibi Police Service and is responsible for receiving and dispatching calls for service within the Kitigan Zibi Anishinabeg community. The incumbent serves as a vital link between community members, police officers, and other emergency services, supporting a community-oriented and culturally respectful approach to policing.

#### KEY RESPONSIBILITIES

- Answer emergency and non-emergency calls, gather essential information, and assess priority in accordance with Kitigan Zibi Police Service policies and applicable Québec and Canadian legislation.
- Dispatch police units using radio, telephone, and computer systems, maintaining ongoing communication with officers and providing timely updates as new information becomes available.
- Monitor radio communications and track officer status to support member and public safety, including during coordinated responses with other police or emergency services.
- Accurately record and maintain logs of calls, incidents, officer movements, and actions using computerized and/or manual records management systems.
- Provide reception services at the police station by welcoming community members and visitors in a professional and respectful manner and directing them to the appropriate services or personnel.

- Prepare, type, and proofread reports, correspondence, forms, statements, and other documents, ensuring accuracy, confidentiality, and proper formatting.
- Maintain organized electronic and paper filing systems for police reports, occurrence files, and other confidential records.
- Perform data entry, database queries, and basic research within authorized police and government systems, ensuring compliance with policies, privacy legislation, and security requirements.
- Assist with scheduling, meeting coordination, and general office administration, including handling mail, photocopying, scanning, and ordering supplies.
- Support crime prevention and community safety initiatives by distributing information, posting notices, and assisting with community events as required.
- Handle sensitive and potentially distressing information with discretion and cultural awareness, while respecting community values and traditions.
- Perform other related clerical, communication, and support duties as assigned by the Director of Police or designate.

<b>CONTACTS</b>	
<ul style="list-style-type: none"> <li>▪ Network and collaborate with professionals in multi-disciplinary fields:               <ul style="list-style-type: none"> <li>▪ Legal Services: Courts and other legal officials</li> <li>▪ Education Sector: Principals, Student Services Counsellor and Teachers</li> <li>▪ Social Services: Ode Widokazowin Enhanced Prevention Team,</li> <li>▪ Youth Protection Workers, Waseya House Counsellors</li> <li>▪ Emergency and Health Services: Emergency responders, medical staff and other external agencies</li> <li>▪ Law Enforcement: Other police services Assists and organizations.</li> </ul> </li> </ul>	

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

<b>ENVIRONMENTAL FACTORS</b>	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Works independently and as part of a team as required;</li> <li>▪ Will be involved in high-level stress situations.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Work is performed in a secure office and communications environment, with extensive use of telephones, radios, and computer systems.</li> <li>▪ The position may require shift work, including evenings, nights, weekends, and holidays, as well as call-back or overtime during emergencies or major incidents.</li> <li>▪ Regular exposure to high-stress situations and potentially distressing or traumatic information; the incumbent must remain calm, professional, and adhere to established procedures at all times.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Skills</b>	<ul style="list-style-type: none"> <li>▪ High school diploma or equivalent; post-secondary training in office administration, policing, or emergency communications is an asset.</li> <li>▪ Experience in an office, dispatch, or customer service environment, preferably within a police service, First Nations, or emergency services setting.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge and Technical Skills:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness of Kitigan Zibi Anishinabeg culture and community.</li> <li>▪ Familiarity with applicable KZA policies, including Work Place Health and Safety, Human Resources, Code of Ethics, and privacy legislation.</li> <li>▪ Proficiency in computer applications and standard office software, with the ability to learn police records and dispatch systems.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>▪ Strong multitasking abilities in high-pressure environments (e.g., listening, typing, and communicating simultaneously).</li> <li>▪ High level of accuracy, attention to detail, and organizational skills.</li> <li>▪ Demonstrated ability to maintain confidentiality and exercise sound judgment when handling sensitive information.</li> <li>▪ Strong interpersonal skills and the ability to work respectfully with First Nation leadership, community members, Elders, and partner agencies.</li> <li>▪ Effective monitoring, communication, and reporting skills.</li> </ul>
<b>Work Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Punctual, reliable, and able to maintain a strong attendance record.</li> <li>▪ Legally eligible to work in Canada.</li> <li>▪ Ability to obtain and maintain required reliability/security clearances and certifications (e.g., police background check, CRPQ access, First Aid/CPR).</li> <li>▪ Willingness to participate in ongoing training related to the role.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates discretion, professionalism, and diplomacy.</li> <li>▪ Emotionally resilient and able to manage stressful or potentially distressing situations.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in French and Algonquin;</li> <li>▪ Experience working with First Nation communities.</li> </ul>

ARTHUR'S   
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**THURSDAY, APRIL 23<sup>RD</sup> (SINGLES)**

**THURSDAY, APRIL 30<sup>TH</sup> (DOUBLES)**

**391 KICHI MIKAN**

**REGISTER AT 6:30PM**

**FIRST GAMES START AT 7PM**

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