

We are seeking bids for a Spring Feast/Pancake Breakfast for 500 people which will be held on May 10th, 2026 at the KZ School Gym.

Deadline to submit your bid is
April 30th, 2026 at 3:00 p.m.



For more information please contact:

Jo-Ann Dumont, Assistant Director

Jo-ann.dumont@kza.qc.ca

819-449-5170 Ext. 1005



KITIGAN ZIBI ANISHINABEG

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

**Income Security Cheques for May 2026
to be released on
Wednesday April 29, 2026.**

PICK-UP HOURS

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

**Income Security cheques will be release for
1 DAY on Wednesday April 29, 2026.**

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

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

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

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

KITIGAN ZIB TRADITIONAL POW WOW 2026 – REQUEST FOR BIDS
Sound Services

We are currently accepting proposals for **professional sound services** for **Pow Wow 2026**.

Service Requirements

- Full sound system for Pow Wow weekend
- Setup required **Saturday morning**
- Sound services required through **Sunday until 5:00 PM**
- Vendor responsible for complete setup and tear-down of equipment
- Equipment suitable for outdoor cultural event
- Technical support onsite throughout event

Payment Terms: Payment will be issued upon completion of services and receipt of an invoice, in accordance with standard payment processing timelines unless otherwise agreed in writing.

Evaluation Criteria

Selection may consider:

- Relevant event experience
- Quality and suitability of equipment/services
- Overall value (not solely lowest price)
- Reliability and references

Submission Requirements

Please include:

- Detailed pricing and service description
- Equipment list and setup plan
- Relevant experience/references
- Company contact information

Submission Deadline: May 1st, 2026

Contact: Mariette Buckshot

kzpowwow@gmail.com or phone: 819-334-0495

Disclaimer: We reserve the right to accept or reject any proposal and are not obligated to select the lowest bid. Selection will be based on overall value, experience, suitability, and event needs.

We appreciate your interest in supporting **Pow Wow 2026**.

KITIGAN ZIBI TRADITIONAL POW WOW 2026 – REQUEST FOR BIDS
Janitorial Services

We are seeking proposals for **janitorial and site maintenance services** for **Pow Wow 2026**.

Service Requirements

- Event setup support **Friday**
- Garbage collection and site maintenance throughout the weekend
- Final cleanup **Monday, June 1, 2026**
- Vendor responsible for bringing necessary equipment and supplies
- Setup and final cleanup responsibilities included

Payment Terms

Payment will be issued upon satisfactory completion of services and receipt of an invoice, following standard payment processing timelines.

Evaluation Criteria

Selection may consider:

- Experience with similar events
- Service reliability and staffing plan
- Overall value (not necessarily lowest bid)
- References

Submission Requirements

Please include:

- Pricing breakdown and service details
- Staffing plan and equipment provided
- Relevant experience/references
- Company contact information

Submission Deadline: May 1st, 2026

Contact: *Mariette Buckshot*

kzpowwow@gmail.com phone: 819-334-0495

Disclaimer: We reserve the right to accept or reject any proposal and are not obligated to select the lowest bid. Selection will be based on overall value, experience, suitability, and event needs.

Thank you for your interest in contributing to **Pow Wow 2026**.

KITIGAN ZIBI TRADITIONAL POW WOW 2026 – REQUEST FOR BIDS
Saturday Meal Catering

We are inviting catering proposals for **Pow Wow 2026** to provide a **Saturday meal for approximately 500 people**.

Service Requirements

- Meal service for approximately 500 attendees
- Vendor responsible for setup, serving, and cleanup of catering area
- Outdoor food service capability required
- Menu proposal with pricing and serving plan

Payment Terms

Payment will be issued upon completion of services and receipt of an invoice, following standard payment processing timelines unless otherwise arranged.

Evaluation Criteria

Selection may consider:

- Menu quality and suitability for event
- Catering experience and reliability
- Overall value (not solely lowest price)
- References and food safety compliance

Submission Requirements

Please include:

- Proposed menu and pricing
- Catering experience/references
- Food safety certification
- Company contact information

Submission Deadline: May 1st, 2026

Contact: *Mariette Buckshot*

kzpowwow@gmail.com phone: 819-334-0495

Disclaimer: We reserve the right to accept or reject any proposal and are not obligated to select the lowest bid. Selection will be based on overall value, experience, suitability, and event needs.

We look forward to working together to make **Pow Wow 2026** a success.



JOB OPPORTUNITY - 3rd Posting (OPEN TO GENERAL PUBLIC)

April 23, 2026

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

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 **May 6, 2026, by 4:00 P.M.**

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 Street, Maniwaki QC, J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Community Health Nurse Job Description

GENERAL INFORMATION

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

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

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

KEY DUTIES

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

Service Responsibilities:

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

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

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

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

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

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

Community Health Programs

A) Preconception Health Services :

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

B) Prenatal Health Services

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

C) Maternal and Newborn Health Services

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

D) Infant and Pre-School Health Services

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

E) School Health Services

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

F) Community Health Services

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

Other Responsibilities

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

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

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

Organizational Responsibilities

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

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

ACCOUNTABILITY

The Community Health Nurse is accountable:

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

To the professional governing bodies (Ordres des infirmieres et infirmiers du Quebec).

KNOWLEDGE AND SKILLS

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

to Amend the Professional Code, as well as standards, guidelines, and policy positions of the Ordre des Infirmiers et 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

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

ENVIRONMENTAL FACTORS

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

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

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



JOB OPPORTUNITY

1st Posting

April 23, 2026

POSITION:	Nicholas Stevens Centre Monitor
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	40 hours per week
TERM:	Indeterminate – Full Time (6-month probationary period)
SALARY:	Level 3 (range based on experience)
DUE DATE:	May 7, 2026

Under the supervision of the Nicholas Stevens Centre Head Program Monitor, the Nicholas Stevens Centre Monitor supports the delivery of activities and programming that promote independent living, healthy lifestyles, prevention education, and social engagement, while providing day-to-day assistance to participants and contributing to a safe, inclusive, and well-functioning program environment.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory requirements, please forward the following: a cover letter, updated resume, copies of your degrees and/or diplomas/certificates, three (3) work references, and any documentation supporting that you meet the required qualifications. A police reference check will be required if you are considered for the position. Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources building by **May 7, 2026, at 4:00PM (EST)**.

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 Street, Maniwaki, QC J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Nicholas Stevens Centre Monitor Job Description

GENERAL INFORMATION

Job Title : Nicholas Stevens Centre Monitor
Category : Technical
Sector : Kitigan Zibi Health & Social Services
Location : Nicholas Stevens Centre
Terms : Indeterminate
Hours : 40 hours per week
Salary : KZA Salary Scale Level 3 (Range negotiable)
Immediate Supervisor : Nicholas Stevens Centre Head Program Monitor
Date of Job Description: April 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

Under the supervision of the Nicholas Stevens Centre Head Program Monitor, the Nicholas Stevens Centre Monitor supports the delivery of activities and programming that promote independent living, healthy lifestyles, prevention education, and social engagement, while providing day-to-day assistance to participants and contributing to a safe, inclusive, and well-functioning program environment.

KEY DUTIES

- Supports the Head Program Monitor in the delivery of social, recreational, and daily living activities and programming in both individual and group settings; assists with preparing materials, coordinating logistics, and accompanying participants during activities and community outings.
- Provides day-to-day support to participants by encouraging independence, participation, and engagement in programming.
- Listens and responds to participant and family needs, requests, and concerns within the scope of the role; brings forward concerns as needed and supports the promotion of participant rights and well-being.
- Assists in maintaining a clean, safe, and welcoming environment by following established cleaning schedules and infection prevention and control practices, including:
 - Collecting and disposing of garbage and recyclables
 - Sweeping and washing floors
 - Cleaning, disinfecting, and sanitizing bathrooms, common areas, furniture, and surfaces

<ul style="list-style-type: none"> ▪ Cleaning interior and accessible exterior windows ▪ Ensures sanitation supplies and dispensers (e.g., toilet paper, hand sanitizer) are stocked and available. ▪ May provide transportation to and from the Nicholas Stevens Centre and community activities using a Health Centre vehicle, in accordance with policies. ▪ Assists with meal preparation and meal service as part of daily programming.
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KNOWLEDGE AND SKILLS

<ul style="list-style-type: none"> ▪ Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics. ▪ Flexible and able to quickly adapt to new situations.

CONTACTS

<ul style="list-style-type: none"> ▪ Maintains respectful and collaborative working relationships with participants, families, community members, and relevant service providers (e.g., nurses, social workers), as required within the scope of the role. ▪ Communicates and brings forward any issues, concerns, or observations to the Head Program Monitor, and follows established reporting lines to the Assistant Director/Director as appropriate.
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MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable in this position.
Financial Resources:	Not applicable in this position.
Material Resources:	Responsible to support monitoring and maintaining program activity materials.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Works collaboratively as part of a team and independently as required.
Working Conditions:	<ul style="list-style-type: none"> ▪ Drive to pick up materials and supplies. ▪ Works mainly within indoor setting. ▪ Occasional outings. ▪ May be required to work outside of normally scheduled hours, depending on the type of planned activity. ▪ May be required to use a KZHSS vehicles to transport participants. ▪ The incumbent of this position may come into contact with communicable disease, body fluids such as vomit, blood, spittle, urine and feces.

INCUMBENT QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none"> ▪ Minimum of one year working with adults/vulnerable population.
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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"> ▪ Demonstrates observation, monitoring, and basic reporting skills. ▪ Communicates effectively, both orally and in writing.

	<ul style="list-style-type: none"> ▪ Follows direction and contributes to a team-based environment.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members. ▪ Builds and maintains positive working relationships within a team setting.
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required. ▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols.



JOB OPPORTUNITY

1st Posting

April 23, 2026

POSITION:	Building Maintenance Technician
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 7 (range based on experience)
DUE DATE:	May 7, 2026

The Building Maintenance Technician is responsible for the ongoing maintenance, repair, and overall upkeep of all KZHSS buildings and facilities, ensuring they remain safe, functional, and well-maintained for staff and community use. The role conducts regular inspections, identifies and addresses maintenance issues, and coordinates repairs as needed. The Technician provides oversight and direction to janitorial staff and seasonal maintenance workers to ensure clean, safe, and well-operating environments across all sites.

PREAMBLE

If you are interested in applying for this position and can demonstrate that you meet the mandatory requirements, please forward the following: a cover letter, updated resume, copies of your degrees and/or diplomas/certificates, three (3) work references, and any documentation supporting that you meet the required qualifications. A police reference check will be required if you are considered for the position. Please provide your job application package to the attention of Myra Dumont, Human Resources Advisor, at the Human Resources building by **May 7, 2026, at 4:00PM (EST)**.

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 Street, Maniwaki, QC J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Building Maintenance Technician

Job Description

GENERAL INFORMATION

Job Title : Building Maintenance Technician
Category : Technical
Sector : Kitigan Zibi Health & Social Services
Location : Health Centre (8 Kikinamage Mikan)
Terms : Indeterminate
Hours : 35 hours per week
Salary : KZA Salary Scale Level 7 (Range negotiable)
Immediate Supervisor : KZHSS Director or Designee
Date of Job Description: April 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 Building Maintenance Technician is responsible for the ongoing maintenance, repair, and overall upkeep of all KZHSS buildings and facilities, ensuring they remain safe, functional, and well-maintained for staff and community use. The role conducts regular inspections, identifies and addresses maintenance issues, and coordinates repairs as needed. The Technician provides oversight and direction to janitorial staff and seasonal maintenance workers to ensure clean, safe, and well-operating environments across all sites.

KEY DUTIES

Building & Facility Maintenance

- Performs general maintenance, repairs, and preventative upkeep on all KZHSS buildings and equipment.
- Conducts regular inspections to identify health, safety, and structural concerns, and ensures timely follow-up.
- Completes minor carpentry, plumbing, electrical, and mechanical work within scope.
- Oversees grounds maintenance, including snow removal, grass cutting, and walkway safety.
- Identifies work outside scope and makes recommendations to the Director for external contractors.

Safety & Compliance

- Ensures all facilities meet safety standards, fire code requirements, and ISC building guidelines.

- Coordinates and supports inspections (e.g., ISC, fire, safety) and ensures compliance measures are addressed.
- Monitors and maintains emergency systems (e.g., smoke detectors, alarms, fire extinguishers).
- Reports hazards and major repair needs to the Director and ensures corrective action is completed.
- Supports incident reporting processes in collaboration with the Director as part of accreditation requirements.

Supervision & Coordination of Maintenance Staff

- Provides day-to-day supervision and direction to janitorial staff and seasonal maintenance workers.
- Assigns tasks, sets priorities, and monitors work to ensure quality, safety, and completion of duties.
- Ensures maintenance and cleaning standards are consistently met across all KZHSS facilities.
- Supports training, guidance, and performance feedback for maintenance-related staff.
- Assists programs with moving furniture, equipment setup, and general operational support as needed.

Administrative Duties

- Maintains logs of maintenance activities, inspections, and completed repairs.
- Tracks tools, equipment, materials, and inventory required for maintenance work.
- Develops and maintains preventative maintenance schedules.
- Supports planning of larger maintenance projects, including input into budgeting and resource needs.
- Orders, stocks, and controls inventory of items required for general maintenance of buildings.

KNOWLEDGE AND SKILLS

- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.
- Flexible and able to quickly adapt to new situations.

MANAGERIAL/SUPERVISORY

Human Resources:	<ul style="list-style-type: none"> ▪ Janitorial staff ▪ Summer and Winter Maintenance staff
Financial Resources:	Follow KZA Finance Procedures for purchasing.
Material Resources:	Responsible to monitor and maintain inventory of maintenance materials.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Works collaboratively as part of a team and independently as required.
Working Conditions:	<ul style="list-style-type: none"> ▪ Indoor and outdoor work in varying weather conditions. ▪ Exposure to noise, dust, and physical demands typical of maintenance work. ▪ Occasional travel to program sites, events, or community gatherings. ▪ Some lifting of materials. ▪ May be required to use a KZHSS vehicle.

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Diploma, certificate, or training in building maintenance, trades, or related field; or equivalent experience. ▪ Demonstrated work experience in building maintenance. ▪ Demonstrated work experience supporting maintenance or facility-related projects.
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge of basic construction, carpentry, plumbing, electrical work, and general repairs. ▪ Understanding of workplace safety practices, WHMIS, and facility maintenance standards. ▪ Strong problem-solving and troubleshooting skills. ▪ Knowledge and awareness and the KZA culture and community.
Abilities:	<ul style="list-style-type: none"> ▪ Ability to work independently and as part of a team. ▪ Ability to prioritize tasks efficiently and manage multiple responsibilities. ▪ Strong interpersonal and relationship-building skills. ▪ Follows direction and contributes to a team-based environment. ▪ Ability to manage multiple deadlines with attention to detail.
Personal Suitability:	<ul style="list-style-type: none"> ▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members. ▪ Builds and maintains positive working relationships within a team setting.
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required. ▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols.



JOB OPPORTUNITY

1st Posting

April 23, 2026

POSITION:	Communications Specialist
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate – Full Time (6-month probationary period)
SALARY:	Level 7 (range based on experience)
DUE DATE:	May 7, 2026

The Communications Specialist plans, coordinates, and delivers clear and accessible communications that reflect the full scope of KZHSS programs and services. The role leads social media, communications strategies, campaigns coordination, event support, while supporting community engagement and quality improvement. The Communications Specialist also manages website content, develops health promotion materials, responds to general inquiries, and ensures timely, accurate information that supports wellness, safety, and informed decision-making.

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 **May 7, 2026, by 4:00 P.M.**

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 Street, Maniwaki QC, J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Communications Specialist

Job Description

GENERAL INFORMATION

Job Title : Communications Specialist

Category : Technical

Sector : Kitigan Zibi Health & Social Services

Location : Health Centre (8 Kikinamage Mikan)

Terms : Indeterminate

Hours : 35 hours per week

Salary : KZA Salary Scale Level 7 (Range negotiable)

Immediate Supervisor : KZHSS Director or Designee

Date of Job Description: April 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 Communications Specialist plans, coordinates, and delivers clear and accessible communications that reflect the full scope of KZHSS programs and services. The role leads social media, communications strategies, campaigns coordination, event support, while supporting community engagement and quality improvement. The Communications Specialist also manages website content, develops health promotion materials, responds to general inquiries, and ensures timely, accurate information that supports wellness, safety, and informed decision-making.

KEY DUTIES

- Develops, implements, and maintains communications strategies and plans that reflect KZHSS programs and services, ensuring alignment with community priorities, organizational direction, and funding requirements; establishes and maintains key messages across all service areas.
- Leads the development of content and campaigns across multiple platforms (e.g., social media, website, print materials, newsletters), ensuring messaging is clear, consistent, and accessible, and supports timely communications such as public advisories, service updates, and health promotion initiatives.
- Works in close collaboration with the Director, Assistant Director, Program Coordinators, and frontline staff to identify priorities, provide strategic communications guidance, and ensure consistency in messaging, branding, and materials across programs.
- Oversees and manages KZHSS digital presence, including website and social media platforms; plans and schedules content, monitors engagement and analytics,

<p>responds to general inquiries, and adjusts approaches to strengthen reach and impact.</p> <ul style="list-style-type: none"> ▪ Supports and strengthens community engagement by building respectful relationships, gathering feedback, attending events as directed, and ensuring communications are accessible, culturally appropriate, and responsive to community needs and realities. ▪ Prepares and coordinates communications materials for leadership and external audiences, including media releases, key messages, speaking notes, and background materials; ensures all media responses follow established protocols. ▪ Maintains communications systems and records, including content calendars, templates, and archives; prepares reports and summaries for leadership, and ensures all communications align with privacy, confidentiality, and professional standards.
KNOWLEDGE AND SKILLS
<ul style="list-style-type: none"> ▪ Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics. ▪ Flexible and able to quickly adapt to new situations.

MANAGERIAL/SUPERVISORY	
Human Resources:	Not applicable in this position.
Financial Resources:	Follow KZA Finance Procedures for purchasing.
Material Resources:	Responsible to monitor and maintain health sector promotional materials.

ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Works collaboratively as part of a team and independently as required.
Working Conditions:	<ul style="list-style-type: none"> ▪ Works mainly within indoor setting; ▪ Occasional travel to program sites, events, or community gatherings. ▪ Some lifting of materials (e.g., posters, equipment, event supplies). ▪ May be required to use a KZHSS vehicle.

INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Diploma or degree in communications, public relations, journalism, marketing, or related field. ▪ 3-5 years of relevant working experience. ▪ Demonstrated experience developing communication materials (print, digital, social media) for diverse audiences.

INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Strong writing, editing, digital design, and visual storytelling skills. ▪ Knowledge of OCAP (Ownership, control, access and possession) Principles, health privacy requirements, and culturally safe communication practices. ▪ Understanding of Indigenous health issues and community wellness approaches. ▪ Knowledge and awareness and the KZA culture and community.

<p>Abilities:</p>	<ul style="list-style-type: none"> ▪ Strong interpersonal and relationship-building skills. ▪ Ability to translate technical program information into community-friendly language. ▪ Follows direction and contributes to a team-based environment. ▪ Ability to manage multiple deadlines with attention to detail.
<p>Personal Suitability:</p>	<ul style="list-style-type: none"> ▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members. ▪ Builds and maintains positive working relationships within a team setting.
<p>Certification/Licenses to maintain for duration of employment:</p>	<ul style="list-style-type: none"> ▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required. ▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols.



JOB OPPORTUNITY

1st Posting

April 23, 2026

POSITION:	Endong Support Worker
LOCATION:	Kitigan Zibi Health and Social Services
WORK SCHEDULE:	35 hours a week
TERM:	Indeterminate – Full Time (6-month probationary period)
SALARY:	Level 3 (range based on experience)
DUE DATE:	May 7, 2026

The Endong Support Worker provides day-to-day program and operational support to the Endong Seniors Program. Working under the supervision of the KZHSS Director or designate, the role assists with meal preparation and service in collaboration with the KZHSS Cook, while supporting the coordination and delivery of activities that promote social connection, participation, and overall well-being for Seniors. The Endong Support Worker helps maintain a safe, welcoming, and organized environment and contributes to a positive and engaging experience for all participants.

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 **May 7, 2026, by 4:00 P.M.**

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 Street, Maniwaki QC, J9E 3B4

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all required documentation before the deadline will result in an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg Preferential Hiring Policy. Applicants must possess the required qualifications at the time of the deadline. KZA reserves the right to recruit the most suitable and competent candidate(s) who can best serve the interests of KZA and provide quality services to its members among those who successfully pass the interview process.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Endong Support Worker

Job Description

GENERAL INFORMATION

Job Title : Endong Support Worker

Category : Technical

Sector : Kitigan Zibi Health & Social Services

Location : Community Hall

Terms : Indeterminate

Hours : 35 hours per week

Salary : KZA Salary Scale Level 3 (Range negotiable)

Immediate Supervisor : KZHSS Director or Designee

Date of Job Description: April 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 Endong Support Worker provides day-to-day program and operational support to the Endong Seniors Program. Working under the supervision of the KZHSS Director or designate, the role assists with meal preparation and service in collaboration with the KZHSS Cook, while supporting the coordination and delivery of activities that promote social connection, participation, and overall well-being for Seniors. The Endong Support Worker helps maintain a safe, welcoming, and organized environment and contributes to a positive and engaging experience for all participants.

KEY DUTIES

Meal & Kitchen Support

- Assist the KZHSS Cook with meal preparation and service for seniors when required.
- May carry out meal preparation and service in the absence of the KZHSS Cook, in accordance with established procedures.
- Assist with kitchen clean-up, dishwashing, and maintaining sanitary standards.
- Follow food safety guidelines and established food safety guidelines.
- Help ensure the dining area remains clean, organized, and welcoming.

Senior Activities & Programming

- Organize and coordinate activities for seniors.
- Host weekly Bingo (Wednesdays), including:
 - Organize supplies
 - Purchase bingo prizes using collected funds in accordance with policy
 - Facilitate and supervise the activity

- Coordinate special activities and outings such as, but not limited to:
 - Berry picking
 - Trips to the city
 - Sugar Bush visits
 - Swimming outings
 - Other seasonal and cultural events
- Make reservations and bookings for outings and events.
- Assist in planning culturally appropriate and engaging activities.
- Conduct wellness check-ins with seniors by phone when required.

Transportation & Community Support

- Drive seniors to and from activities when the KZHSS driver is unavailable.
- Ensure safety procedures are followed during transportation.

Administrative & Communication Duties

- Create and distribute flyers for activities and events.
- Maintain records of activities and participation as required.

Financial & Purchasing Responsibilities

- Collect and manage cash related to bingo activities in a responsible and transparent manner as per policy.
- Ensure proper documentation and reconciliation of funds.
- Request Purchase Orders (POs) and make purchases in accordance with KZHSS purchasing policies.
- Ensure all purchases are pre-approved and supported with receipts and required documentation.

KNOWLEDGE AND SKILLS

- Basic knowledge of the Canada Food Guide and Food Safety Guidelines.
- Basic knowledge of the use and maintenance of commercial cooking equipment.
- Flexible and able to quickly adapt to new situations.
- Demonstrates knowledge of and adherence to KZA and KZHSS policies and procedures, including the KZHSS Policies and Procedures Manual, KZA Human Resources Manual, KZA Code of Ethics, and KZHSS Professional Code of Ethics.

MANAGERIAL/SUPERVISORY

Human Resources:	Not applicable in this position.
Financial Resources:	Follow KZA Finance Procedures for purchasing.
Material Resources:	Responsible to monitor and maintain program materials and supplies.

ENVIRONMENTAL FACTORS

Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Works collaboratively as part of a team and independently as required. ▪ Demonstrate physical and mental stamina in assisting meal preparation and meal service.
Working Conditions:	<ul style="list-style-type: none"> ▪ Generally, work regular and consistent weekly hours of work. ▪ Driving to pick up materials and supplies. ▪ May be required to make home visits. ▪ Activities within and outside of KZA. ▪ May be required to work outside of normally scheduled hours, depending on type of planned activity.

	<ul style="list-style-type: none"> ▪ May be required to use KZHSS vehicles to transport participants and/or clients. ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA.
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INCUMBENT QUALIFICATIONS	
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Education and Experience	<ul style="list-style-type: none"> ▪ High school diploma or equivalent
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INCUMBENT COMPETENCIES	
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Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness of Algonquin culture and communities.
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Abilities:	<ul style="list-style-type: none"> ▪ Planning, organization, coordination and facilitation skills. ▪ Ability to multitask and prioritize. ▪ Ability to work in a team environment ▪ Basic computer skills (for flyer creation and communication). ▪ Ability to communicate orally and in writing in English.
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Personal Suitability:	<ul style="list-style-type: none"> ▪ Exercises discretion, diplomacy, and maintains confidentiality. ▪ Demonstrates reliability and consistency in attendance and performance. ▪ Maintains professionalism and respect in interactions with participants, families, colleagues, and community members.
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Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ Valid driver's license; must meet insurability requirements for operating a band vehicle (minimum three years driving experience and 21 years of age). ▪ Criminal record check required; must not have any convictions incompatible with the responsibilities of the position and must maintain this standard throughout employment. ▪ Medical certificate of good health, if required. ▪ Valid First Aid and CPR certification, or willingness to obtain within three (3) months of hire. ▪ Adheres to all workplace health and safety policies, procedures, and protocols.
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Allergic Reaction



EMERGENCY: CALL **911** IF

- You have trouble breathing, speaking or swallowing.
- You have swelling of the face, tongue or throat.
- You vomit or have diarrhea.
- You feel dizzy or weak.
- You have injected yourself with epinephrine (EpiPen®).

When to seek **professional** help

- You are having frequent or increasingly severe reactions.
- You don't know why you have allergies.

How to get **help**

- 24/7, dial **811**
- Call your pharmacist
- 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

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

Allergies occur when the body reacts to something it identifies as harmful. A wide range of substances can cause a reaction, including: food, insect stings, animals, plants, medication, and chemicals.

What to do at home



Calm: Stay calm, don't panic.



Medication: If there are no contraindications, take allergy medication as advised by your pharmacist.



Nose: If congested, do a nasal rinse. Use a saltwater solution purchased from the pharmacy or a homemade solution: Mix 4 cups of water, 2 teaspoons of salt and $\frac{1}{2}$ teaspoon of baking soda.



Monitor: Write down what triggered the allergy and your reaction to help you better understand and assess the risks.



Protection: Avoid the food or substance that caused the reaction.

FAMILY WELLNESS PRESENTS

MAKING LEATHER MINI DRUMS



**WEDNESDAY
APRIL 29, 2026**



6:00PM - 8:00PM



ÒDE WÌDÒKÀZOWIN ACTIVITY ROOM

FOR AGES 13+

SNACKS AND BEVERAGES PROVIDED

CHILD CARE PROVIDED



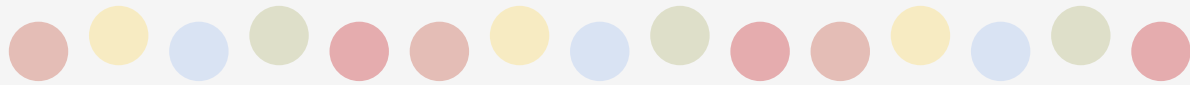
**TO REGISTER, PLEASE CALL KAREN AT
819-449-2323, EXT. 2808**



FAMILY WELLNESS

BINGO NIGHT

FOR FAMILIES WITH CHILDREN



WEDNESDAY - MAY 6, 2026



6:00PM TO 7:00PM



ÒDE WÌDÒKÀZOWIN ACTIVITY ROOM

Prizes for parents & children

Snacks & beverages provided

To sign up, please call Karen at Òde Wìdòkàzowin:
819-449-2323, ext. 2808

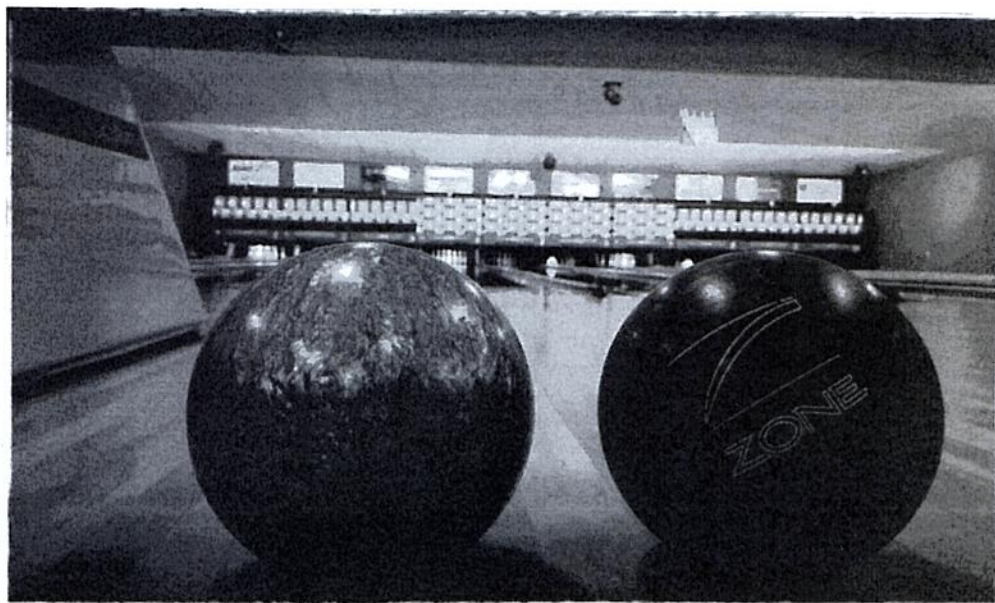


APRIL

25



FONDATION
DU
rein



MANIWAKI KIDNEY FOUNDATION HOSTS BOWLING FUNDRAISER

Where : Quill-O-Rama 105

(370 boul. Desjardins)

Time : 1:00 PM

Price = 35\$ for 2 games and shoes (9 strike).

4-6 players per team or possibility to join a team on site.

To register call the bowling alley (819-449-1977).

This activity is organized by the Maniwaki Kidney Foundation committee




FASHION SHOW KITIGAN ZIBI KIKINAMADINAN

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

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

**Please register with Kelly Diabo by Monday April 20, 2026 at
kelly.diabo@kzeslearning.com**



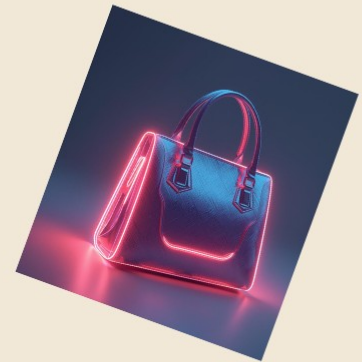


ODEKAN HEADSTART PRESENTS



MOTHER'S DAY ACTIVITY "PURSE GAME"

For families of children 0-6 yrs old



When: Thursday May 14th, 2026

Where: Community Hall Upstairs

Time: 4:30-6:00pm

Light refreshments

***Will be playing "the purse" game for children and adults. So pack a bag/purse for the kiddos too :)**

***Pack random items from around the house 😊**

***Prizes for children and adults**



For more information contact
Katrina Whiteduck @Odekan Headstart
819-449-2702 or email
katrina.whiteduck@kza.qc.ca





Name: _____

April Grammar Contest

Complete the crossword puzzle below and email it to 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

- | | | | | | | |
|------------|--------------|-------------|--------------|------------|-----------------|-----------|
| 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.



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

MISSION
The Wanaki Center is a specialized holistic service provider that promotes wellness through a quality, safe and culturally based program as a part of the continuum of care to support First Nations and Inuit Peoples to overcome addictions.

CORE VALUES
Wisdom, Love, Respect, Bravery, Honesty, Humility, Truth

Position: Cook Support

Salary: (Level 1 - \$24,20/hr) to (Level 15 - \$31,93/hr) Based on education and experience

Duration: Full time indeterminate (40 hours a week)

Application deadline: May 8, 2026

Expected Start date: June 29, 2026

The Opportunity

While respecting the mission, orientations, values and general policies of the Wanaki Centre, our team is committed to promoting health and healing through holistic approaches, including nutrition and culinary care. We are seeking a reliable and motivated **Cook Support** to join our team. The successful candidate will assist in meal preparation, maintain kitchen cleanliness, and support the cooking team in delivering nutritious meals that contribute to the well-being and recovery of our participants.

Employment prerequisites and conditions

- Must be Bilingual (English and French/oral and written)
- Understanding of addiction and mental health trends (asset)
- Experience working in kitchen or food service environment
- Ability to work in a fast-paced environment
- Knowledge and experience working in a First Nations community (asset)

Key responsibilities

- Assist the cook with food preparation (washing, cutting, portioning ingredients)
- Support meal services and ensure timely delivery of meals
- Maintain cleanliness and organization of kitchen, equipment, and storage areas
- Follow food safety and hygiene standards at all times
- Assist with inventory management and stocking supplies
- Help with dishwashing and cleaning duties as required
- Support special events and meal services when needed

Qualifications

- Proven experience in a kitchen or food service role (preferred)
- Basic knowledge of food handling and sanitation practices
- Strong teamwork and communication skills
- Ability to follow instructions and work efficiently
- Food safety certification (asset)
- Reliable, organized, and attentive to detail
- Companionate and respectful towards individual in recovery

Benefits

- Competitive salary
- Health and wellness benefits
- Flexible scheduling
- Opportunities for professional development
- Supportive work environment

For more details, please contact Angela Miljour at angela.miljour@wanakicentre.com

**Interested persons must send their curriculum vitae and a cover letter
by: May 8, 2026 to accreditation@wanakicentre.com**



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

MISSION
The Wanaki Center is a specialized holistic service provider that promotes wellness through a quality, safe and culturally based program as a part of the continuum of care to support First Nations and Inuit Peoples to overcome addictions.

CORE VALUES
Wisdom, Love, Respect, Bravery, Honesty, Humility, Truth

Poste : Aide-cuisinier(ère)

Salaire : (Niveau 1 - \$24,20/hr) à (Niveau 15 - \$31,93/hr) Selon l'éducation et l'expérience

Durée : Temps plein indéterminé (40 heures par semaine)

La date limite pour postuler : 8 mai 2026

Date de début prévue : 29 juin 2026

L'opportunité

Tout en respectant la mission, les orientations, les valeurs et les politiques générales du Centre Wanaki, notre équipe s'engage à promouvoir la santé et la guérison par le biais d'approches holistiques, incluant la nutrition et les soins culinaires. Nous sommes à la recherche d'un(e) **aide-cuisinier(ère)** motivé(e) et fiable pour soutenir notre équipe en cuisine. Le candidat idéal contribuera à la préparation des repas, au maintien de la propreté de la cuisine et au bon déroulement des services alimentaires pour soutenir le parcours de rétablissement des participants.

Conditions préalables et conditions d'emploi

- Doit être bilingue (anglais et Français/oral et écrit)
- Comprendre les tendances en matière de toxicomanie et de santé mentale (atout)
- Expérience en cuisine ou en service alimentaire
- Capacité à travailler dans un environnement dynamique
- Connaissance et expérience de travail dans une communauté des Premières Nations (atout)

Principales responsabilités

- Aider à la préparation des aliments (laver, couper, portionner)
- Soutenir le service des repas
- Maintenir la propreté de l'organisation de la cuisine et des équipements
- Respecter les normes de salubrité et d'hygiène alimentaire
- Participer à la gestion des stocks et au rangement des provisions
- Effectuer la vaisselle et les tâches de nettoyage
- Apporter un soutien lors d'événements spéciaux

Qualifications

- Expérience en cuisine ou service alimentaire (atout)
- Connaissance de base en manipulation des aliments
- Bon esprit d'équipe et communication efficace
- Capacité à suivre des directives
- Certification en salubrité alimentaire (atout)
- Fiable, organisé(e) et minutieux(se)
- Attitude respectueuse et empathique

Avantages

- Salaire compétitif
- Avantages pour la santé et le bien-être
- Planification flexible
- Possibilités de développement professionnel
- Environnement de travail favorable

Pour plus de détails, veuillez contacter Angela Miljour au angela.miljour@wanakicentre.com

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Position: Cook

Salary: (Level 1 - \$25,89/hr) to (Level 15 - \$34.16/hr) Based on education and experience

Duration: Full time indeterminate (40 hours a week)

Application deadline: May 8, 2026

Expected Start date: June 29, 2026

The Opportunity

While respecting the mission, orientations, values and general policies of the Wanaki Centre. Our team is committed to promoting health and healing through holistic approaches, including nutrition and culinary care. We are seeking a passionate and skilled Cook to join our team at our treatment centre. The ideal candidate will be responsible for preparing nutritious meals that cater to the dietary needs of our participants, ensuring a pleasant dining experience that supports their recovery journey.

Employment prerequisites and conditions

- Must be Bilingual (English and French/oral and written)
- Understanding of addiction and mental health trends
- Experience cooking for large groups
- Knowledge and experience working in a First Nations community

Key responsibilities

- Prepare and cook meals in accordance with established menus and dietary guidelines.
- Collaborate with nutritionists to create balanced meal plans that meet the specific needs of participants.
- Maintain high standards of food safety and hygiene in the kitchen.
- Manage inventory and order food supplies as needed.
- Assist with meal presentation and ensure dining areas are clean and welcoming.
- Provide support in the kitchen during meal service and special events.
- Adapt recipes and menus based on participant feedback and dietary requirements.

Qualifications

- Proven experience as a cook, preferably in a healthcare or treatment setting.
- Knowledge of nutrition and dietary restrictions.
- Strong organizational and multitasking skills.
- Ability to work collaboratively in a team environment.
- Certification in food safety and sanitation (preferred).
- Compassionate, patient, and understanding of the needs of individuals in recovery.

Benefits

- Competitive salary
- Health and wellness benefits
- Flexible scheduling
- Opportunities for professional development
- Supportive work environment

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CORE VALUES
Wisdom, Love, Respect, Bravery, Honesty, Humility, Truth

Poste : Cuisinier (ière)

Salaire : (Niveau 1 – 25,89\$/h) à (Niveau 15 – 34,16\$/h) Selon l'éducation et l'expérience

Durée : Temps plein indéterminé (40 heures par semaine)

La date limite pour postuler : 8 mai 2026

Date de début prévue : 29 juin 2026

L'opportunité

Tout en respectant la mission, les orientations, les valeurs et les politiques générales du Centre Wanaki. Notre équipe s'engage à promouvoir la santé et la guérison par le biais d'approches holistiques, y compris la nutrition et les soins culinaires. Nous sommes à la recherche d'un(e) cuisinier(ère) passionné(e) et compétent(e) pour se joindre à notre équipe à notre centre de traitement. Le candidat idéal sera responsable de la préparation de repas nutritifs qui répondent aux besoins alimentaires de nos participants, assurant ainsi une expérience culinaire agréable qui soutient leur parcours de rétablissement.

Conditions préalables et conditions d'emploi

- Doit être bilingue (anglais et Français/oral et écrit)
- Comprendre les tendances en matière de toxicomanie et de santé mentale
- Expérience culinaire pour de grands groupes
- Connaissance et expérience de travail dans une communauté des Premières Nations

Principales responsabilités

- Préparer et cuisiner les repas conformément aux menus établis et aux directives diététiques.
- Collaborer avec les nutritionnistes pour créer des plans de repas équilibrés qui répondent aux besoins spécifiques des participants.
- Maintenir des normes élevées de salubrité et d'hygiène des aliments dans la cuisine.
- Gérer l'inventaire et commander des fournitures alimentaires au besoin.
- Aider à la présentation des repas et s'assurer que les salles à manger sont propres et accueillantes.
- Fournir un soutien dans la cuisine pendant le service des repas et les événements spéciaux.
- Adaptez les recettes et les menus en fonction des commentaires des participants et des exigences alimentaires.

Qualifications

- Expérience avérée en tant que cuisinier, de préférence dans un cadre de soins de santé ou de traitement.
- Connaissance de la nutrition et des restrictions alimentaires.
- Solides compétences organisationnelles et multitâches.
- Capacité à travailler en collaboration dans un environnement d'équipe.
- Certification en salubrité des aliments et assainissement (de préférence).
- Compatissant, patient et compréhensif à l'égard des besoins des personnes en rétablissement.

Avantages

- Salaire compétitif
- Avantages pour la santé et le bien-être
- Planification flexible
- Possibilités de développement professionnel
- Environnement de travail favorable

Pour plus de détails, veuillez contacter Angela Miljour au angela.miljour@wanakicentre.com

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HAVE YOU EVER WONDERED WHAT BAND COUNCIL DOES?

WORKSHOP



STEP INTO LEADERSHIP: GOVERNANCE 101 FOR KITIGAN ZIBI YOUTH

This 1.5-day workshop is for young people who want to better understand how governance works in our community – and what to expect if they ever choose to step into leadership.


WHAT WE'LL COVER:

- The Indian Act and how it shapes Band Council
- Elections, terms, and how leadership is chosen
- Roles of Chief, Council, and Administration
- How decisions are made (Band Council Resolutions, quorum, voting)
- Conflict of interest and accountability
- Finance, audits, and responsibilities
- What Band Council can and cannot do


WHO CAN ATTEND?

Any Kitigan Zibi youth 16+ – no registration needed!

 FRIDAY, MAY 8 – SATURDAY, MAY 9

 12:00PM – 4:30PM + 9:00AM – 3:00PM

 COMMUNITY HALL (UPSTAIRS)



SNACKS +
MEALS PROVIDED!

UNDERSTANDING HOW DECISIONS ARE MADE HELPS ALL OF US TAKE PART IN OUR COMMUNITY IN A GOOD WAY. WHETHER YOU PLAN TO RUN FOR COUNCIL ONE DAY OR NOT, THIS KNOWLEDGE BELONGS TO YOU.

◀◀◀◀

For more information, contact Victoria Tenasco at v_tenasco@hotmail.com

**This workshop is not in conjunction with KZHSS or with KZA Band Council*

Happily Ever After

BINGO BASH

love
laughter
& forever



help us build our
happily ever after this fall



\$5
PER CARD



40 NUMBERS
CALLED ON DAY 1



THEN 1 NUMBER
DAILY
INCLUDING WEEKENDS
UNTIL A FULL CARD WIN
NER



50% TO
THE WINNER
50% TO SHAN & ADAM'S
HAPPILY EVER AFTER
THIS FALL



May the bingo gods
be in your favor!



CARD HOLDERS

- Vanessa Sperlazza
- Jenna Dumont
- Kelsey Tenascon
- Tara Decontie
- Erica Gorman
- Kristen Tenascon
- Marsha-Jo Wab
- Bride & Groom

Can fb message us or Call at: 819-334-4338

POW WOW MONSTER



THURSDAY, APRIL 30TH, 2026 AT 7 PM
JEUDI, 30 AVRIL, 2026 À 19H



CKWE 103.9
www.ckwe1039.fm

PRIZES / PRIX
\$25 000

JACKPOT
\$15 000



\$2 EXTRA CARD
 CARTES D'EXTRA

COST \$60
COÛT

The community hall will be
 Open starting at 5 pm

La salle communautaire
 sera ouverte à partir de 17h

SOLD AT / VENDUE À

**CKWE • KZ Gaz • Hawk's Trading Post • Star Tobacco • Spearhead Store
 Smiley's • KZ Freshmart • Wabano's Gas Station • Arthur's Smoke Shop**

Mariette Buckshot 819-334-0495 or/ou CKWE 819-449-5097 "for information"
 « pour information »

ALL PROCEEDS GO TOWARDS / TOUS LES PROFITS IRONT
CKWE & Kitigan Zibi Pow Wow 2026