

## **\*\*Notice\*\***

Please be advised that the Band Office will  
be CLOSED for Victoria Day on  
*Monday May 18, 2026.*



Have a safe long weekend.

KZA Community Services Administration Office



## **Kitigan Zibi Anishinabeg**

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

# **ATTENTION** **KITIGAN ZIBI ANISHINABEG** **POST-SECONDARY STUDENTS:**

The Kitigan Zibi Summer Student Employment Program is now accepting applications from Kitigan Zibi Anishinabeg Students who have attended high school (Secondary 5), and post-secondary programs (College and University) on a full-time basis AND re-turning back to full-time studies in the Fall of 2026. Verification from the school will be done.

<b><u>Deadline to apply:</u></b>	Friday, May 22, 2026: 12:00 p.m. (noon)
<b><u>Duration:</u></b>	High School—8 weeks, College/Univ—10 weeks
<b><u>Location:</u></b>	Kitigan Zibi Community
<b><u>Open to:</u></b>	High School, College or University Students
<b><u>Salary:</u></b>	High School: \$18.15 an hour for 35 hours/ week College: \$20.27 an hour for 35 hours/week University: \$23.65 an hour for 35 hours/week

**See Attached Student Application form for positions available, and for eligibility requirements.**

**Please drop off your application to the KZA Community Services Office Reception, or in the drop off box in front of KZA Community Services Office.**



## **Kitigan Zibi Anishinabeg**

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

### **Summer Student Program 2026**

#### **Who is eligible?**

Post– Secondary (College and University) and Secondary 5 High School students who are currently registered as a **full-time student AND returning as a full-time student in the Fall of 2026**. Student status verification will be done through the Post-Secondary Program Officer and/or the school that the student was attending.

- ◆ All students must be registered members of the Kitigan Zibi Anishinabeg.
- ◆ **All students must have a Social Insurance Number (SIN) on the first day of work.**
- ◆ There will be a selection process for all positions in order to select students.
- ◆ All students must submit their current resume.
- Please note that if you will be attending summer school, accommodations can be made to fit your schedule.

If you are interested in these positions, please fill in the attached application form, together with your resume, and bring it to the KZA Community Services Office Reception, or drop it off in the black box in front of the Community Services Office, before the deadline.

**The deadline to apply is on Friday, May 22, 2026 at 12:00 p.m. (noon)**

**Kitigan Zibi Anishinabeg Summer Student Employment Program  
POST SECONDARY and HIGH SCHOOL STUDENTS (Secondary 5)  
Student Application Form 2026**

**Basic Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell #/Messages: \_\_\_\_\_

Band Number: 0730 \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD MM YYYY

Do you have a Driver's License? Yes \_\_\_\_ No \_\_\_\_

Do you have a Social Insurance Number?  YES  NO

**NOTE: You must have a Social Insurance Number before starting work.**

**Academic Background:**

Were you attending a recognized academic institution in Fall, 2025 and Winter, 2026?

Yes \_\_\_\_ No \_\_\_\_

If Yes, were you: \*Full Time \_\_\_\_ Part Time \_\_\_\_

**Level of Education Completed (Fall,2025/ Winter, 2026):**

High School – (Secondary \_\_\_\_)  College/CEGEP  University

School/Academic Institution: \_\_\_\_\_

Major Course of Study: \_\_\_\_\_

**Will you be continuing Full Time Studies in the Fall of 2026?** Yes \_\_\_\_ No \_\_\_\_

School/Academic Institution: \_\_\_\_\_

Major Course of Study: \_\_\_\_\_

Are you registered to take summer courses with an academic institution? Yes \_\_\_\_ No \_\_\_\_

**Summer Employment Positions:**

**Type of Employment Applying For:** Please choose one or more:

**(You may number in order of interest, the sectors you are interested in working in)**

<p><b><u>Kitigan Zibi Community Services Sector</u></b></p> <p>Admin Support Workers (2) ____          Office Support Worker - Construction/Repairs ____          Labourer (1) - Construction/Repairs ____          CKWE Radio Station Support Worker (1) ____          Finance Support Worker (1) ____</p>	<p><b><u>Kitigan Zibi Health and Social Services</u></b></p> <p><u>Summer Day Camp :</u>          Head Monitors (2) ____          Monitors (8) ____          Health Admin Support Workers (to work with nurses, Kiweda) (2) ____          Admin Support Worker (1) ____</p>
<p><b><u>Kitigan Zibi Education Sector –</u></b></p> <p>Wazon Daycare Support workers (2) ____          Janitor/cleaners Support Workers (1) ____          Cultural Centre Receptionist (1) ____          KZES Admin Support Worker (1) ____</p>	<p><b><u>AANTC (Tribal Council Office)</u></b></p> <p>Reception (1) ____</p> <hr/> <p><b>Other:</b> _____</p>

**If selected, what date would you be able to start?** \_\_\_\_\_

Are you interested in obtaining employment outside KZA? Yes No

Would you like your name to be referred for other employment? Yes No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REMEMBER TO ATTACH ALL YOUR DOCUMENTS**

Please submit your resume (CV) and proof that you are going back to school along with this application. Only applications with all supporting documents will be accepted.

# WHAT IF YOUR FUTURE STARTED TODAY?

Anyone 16 and over who is considering going back to school or changing careers.

May 20, 2026

10 a.m. to 2 p.m.

Cité étudiante de la Haute-Gatineau

211 Henri-Bourassa Street Maniwaki. In the lobby.

## PROGRAM AGENDA

- Inspirational testimonials.
- Interactive workshop.
- Presentation of services.
- Opportunity to ask questions and schedule appointments.
- A tour of the Vallée-de-la-Gatineau Vocational Training Center.



Lunch provided.

Free transportation available.

**REGISTRATION MANDATORY :  
MELANIE SOUCY 819-441-1165, EXT.0**

A workshop to help you find your career direction and take action.

You're not alone.

Resources are available to support you.

With financial assistance provided by  
**Québec**

**Carrefour  
jeunesse  
emploi**  
Vallée-de-la-Gatineau

Centre  
de services scolaire  
des Hauts-Bois-  
de-l'Outaouais  
**Québec**

**Fp**  
Outaouais

L'Envol  
EST

COMMISSION SCOLAIRE  
**WESTERN  
QUÉBEC**  
SCHOOL BOARD

## **Information Sheet**

For staff making outreach calls to clients and partners asked to assist with recruitment

### **Activity title and promotional messages**

#### **What if your future started today?**

- An exploratory activity to help you find your career direction and take action.
- You're not alone. Resources are available to support you.

#### **Who is it for?**

Anyone 16 years of age or older without a diploma or with only a DES who is considering returning to school or changing careers.

And more specifically:

- Social assistance recipients who have been receiving benefits for less than 47 consecutive months (ideally 24 months or less).
- Employment insurance recipients.
- Low-income workers.

#### **Objectives of the Activity**

- To inform individuals aged 16 and older about the various types of academic and career guidance services available in their area and how these services can support them in their personal and professional development.
- To inspire participants to take steps toward developing a realistic and motivating career plan.

## **Program Highlights**

- A welcoming and friendly atmosphere.
- Inspiring testimonials.
- An interactive workshop.
- A presentation of services in the form of booths. Participants will be divided into small groups to foster a sense of connection. Approximately 10 minutes per booth. (See list of exhibitors below)
- Opportunity to ask questions and schedule appointments.
- A tour of the Vallée-de-la-Gatineau Vocational Training Centre will be offered.

## **Exhibitors:**

### **Carrefour jeunesse emploi Vallée-de-la-Gatineau**

- Carrefour jeunesse emploi Vallée-de-la-Gatineau is a nonprofit organization that provides services aimed at improving citizens' quality of life by supporting them in their personal development or life plans:
  - Employability development.
  - School retention.
  - Academic guidance.
  - My finances, my choices.

### **Western Québec School Board**

- Programs leading to Diplomas of Vocational Studies (DVS), and Skills training certificates (STC) in the Outaouais region.
- Adult education
- Prior Learning and Skills Recognition Service (RAC) in the vocational training sector.
- Continuing Education Service (professional development workshops, certifications, etc.).

### **FP Outaouais**

- Is a regionalized service that coordinates vocational training (FP) activities across the region's four French-language school service centers.

- Provides training leading to Diplomas of Vocational Studies (DEP), Certificates of Vocational Specialization (ASP), and Certificates of Vocational Studies (AEP) in the Outaouais region.
- Vocational Education and Training (VET) Prior Learning and Skills Assessment Service.
- Continuing Education Service (professional development workshops, certifications, etc.).

### **L'Envol**

- L'Envol S.R.T. is a community organization that promotes access to, integration into, and retention in work and education for adults living with mental health challenges.
- Services are tailored to participants' needs based on the evolution of their personal and professional journeys. They take into account the integration environment and provide support to foster success.

### **Reception, Referral, Counseling, and Support Services (SARCA) of the Hauts-Bois- l'Outaouais Community School System and the Western Québec School Board:**

- A personalized reception service where you can get answers to your questions.
- A referral service for educational resources, training programs, trades or professions, the job market, and community resources.
- A **career counselling service** for adults who do not have a diploma, who dropped out of school, who need to change jobs, who are interested in a career path or training, and who don't know where to start.
- A **career guidance service** to help clarify educational and career choices based on interests, aptitudes, values, and the job market.
- **Support** in implementing an action plan.

### **Services Québec:**

- Workplace Apprenticeship Program (PAMT), wage subsidy, workforce skills recognition (RCMO), Red Seal trades, etc.

## **General Information**

**Date:** May 20, 2026

**Welcoming participants:** 9:30 a.m. to 10:00 a.m. Coffee/beverages and pastries will be provided.

**Event schedule:** 10:00 a.m. to 2:00 p.m.

### **Location:**

Cité étudiante de la Haute-Gatineau  
211 Henri-Bourassa Street  
Maniwaki, QC J9E 3P4  
In the lobby

Lunch provided on site. Free transportation available.

### **Registration mandatory**

By phone: Mélanie Soucy  
Carrefour jeunesse emploi Vallée-de-la-Gatineau  
819-441-1165, ext. 0

Online:



The link to the registration form: [Activité découverte / Discovery workshop – Remplir le formulaire](#)



## KITIGAN ZIBI ANISHINABEG

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

# NOTICE

**TO:** All Community Members

**From:** Marcel Brascoupe, Project Manager (Infrastructure Projects 2026)

**Date:** May 12, 2026

**Subject:** *Construction Work – Infrastructure Projects 2026*

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The following is to let all community members know that the construction work on the following infrastructure projects for 2026 will be starting within the next two weeks:

- 1) Kichi & JoJo OKitigan Water & Sewer project
- 2) Pitobig & Waboz Mikan Water & Sewer project
- 3) IELCC (Odekan) Construction (Day Care Extension)

During the construction of these projects, we ask community members to take extra precautions when entering the construction zones and exercise patience since some of these construction zones will have flagmen and in certain cases, traffic lights controlling the traffic through the construction zones.

In all cases, the contractors will be required to build side access roads to bypass the construction zones entirely but these access roads will only be one lane and may cause some delays in traffic during the peak hours of the day. Please take the time to plan your travel accordingly. Finding alternate routes around these construction sites instead of going through them may be your best bet in certain cases.

The normal work hours for these construction projects are 7:00 am to 6:00 pm weekdays. Some work may also take place on the weekends for emergency work.

Thank you for your support in this matter.

A handwritten signature in blue ink that reads "Marcel Brascoupe". The signature is written in a cursive style and is positioned above a horizontal line.

Marcel Brascoupe Project Manager  
(Infrastructure Projects 2026)



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## **PUBLIC WORKS**

### **WATER AND SEWER OPERATIONS AND MAINTENANCE**

Be advised that Public Works will be performing routine flushing for the public water lines during the first few weeks of June. There will be some discoloration in the water but not to worry, remove your tap screens and run the water for a few minutes, the water will resume to its normal color. Once the water returns to its normal color it is safe to drink and there is no need for any water boil advisory.

As well, please be aware of the workers that are on the road. Use caution while passing.

If you have any questions or concerns, call Public Works 819-449-3734





## **KITIGAN ZIBI ANISHINABEG**

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## **PRE-EMPLOYMENT SERVICES**

**ARE YOU ON SOCIAL ASSISTANCE?**

**BETWEEN THE AGES OF 18-64?**

**DO YOU WANT TO ACHIEVE YOUR GOALS?**

**ARE YOU LOOKING FOR PAID TRAINING?**

**\$200 INCENTIVE FOR WORKSHOP ATTENDANCE**



## **WORKSHOPS 2026**

**JUNE 8, 2026 @ 9AM KZ BOARDROOM**

**JULY 13, 2026 @ 9AM KZ BOARDROOM**

**AUGUST 10, 2026 @ 9 AM KZ BOARDROOM**

**SEPTEMBER 14, 2026 @ 9 AM KZ BOARDROOM**

**OCTOBER 5, 2026 @ 9 AM KZ BOARDROOM**

**JERRIE LEA PRINTUP**

**(819) 449-5170 EXT 1402**

# **BUILD YOUR FUTURE WITH EBC**

**Your Skills. Your Future. Your Opportunity.**

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**EBC works on major civil, mining, and building projects across Canada, including in the Ottawa/Gatineau region. We are growing our team and welcoming Indigenous applicants for a range of roles.**

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## **Direct Roles with EBC:**

- Civil Engineers • Project Managers • Quality Personnel • Estimators •
- Superintendents • Document Controllers • Surveyors • Safety Personnel •

## **We Also Welcome Trades Resumes:**

- Heavy Equipment Operators • Carpenters • Labourers • Plumbers •
- Electricians • Mechanics • Skilled Tradespersons •

*(Resumes may be shared with subcontractors for upcoming opportunities)*

**Check out current  
opportunities at**  
[www.ebcinc.com/en/jobs](http://www.ebcinc.com/en/jobs)



## **Don't see the right fit today?**

Email your resume to  
**Stacey.Kemp@ebcinc.com** and  
we will keep it on file and reach out  
when a suitable opportunity  
becomes available.

## **Why join EBC?**

- Competitive Pay • 4 weeks of Vacation • Training •
- Upskilling • Career Development •

*We respectfully acknowledge that the Ottawa/Gatineau region sits on the traditional, unceded territory of the Algonquin Anishinaabe People. We honour and respect all Indigenous Peoples — First Nations, Inuit, and Métis — whose contributions strengthen these lands.*



# EMPLOYMENT OPPORTUNITY

No. K26-05-IEEA  
Internal external  
posting

## Communications Coordinator

### Kiuna Institution is designed by and for First Nations but is open to everyone!

*At Kiuna, our goal is to make postsecondary education more accessible to First Nations members. Our college is recognized for its culturally safe educational services, which are reflected in a unique environment where programs, student services, human resources, teaching methods, and educational materials take into account Indigenous cultures and traditions.*

#### **Job title: Communications Coordinator**

Employment status: Regular

Hours per week: 35 (37.5 in winter and 28 in summer)

Work location: Institution Kiuna, 1205, QC-132, Odanak

Employment type: On-site

Start date: As soon as possible

Annual salary: Between \$70,760 and \$96,958, according to the salary scale in effect

#### **Summary job description**

Plan, organize, and coordinate activities related to communications, events, cultural initiatives, and student life to actively contribute to Kiuna's visibility. Serve as a liaison for information and objectives between management, the academic sector, and the communications team. Develop and implement the sector's strategic plan in line with organizational directions, identify priorities, engage the team, and ensure the delivery of outcomes. Play a key role in positioning Kiuna as a top choice for First Nations students, particularly through promotional, event, and HR marketing initiatives tailored to target audiences. Help develop and maintain relationships with various partners and communities, thereby supporting the organization's goals of visibility, recruitment, and outreach.

#### **Here is a description of the job, under the authority of the assistant director:**

- Contribute to the implementation of the strategic plan and develop the communications plan.
- Implement initiatives aligned with objectives, budgets, and priorities.
- Coordinate and engage the communications and events team.
- Liaise with management and ensure that objectives are met and deliverables are of high quality.
- Promote programs, services, and events in a manner consistent with the brand image.
- Ensure a strategic presence and measure the impact of actions.
- Develop and maintain relationships with the media.
- Coordinate official communications and ensure message consistency.
- Ensure the effective flow of information and develop tools for partners.
- Ensure the quality and relevance of published content.
- Help with attraction and recruitment strategies.
- Coordinate employer brand promotion initiatives and partnerships.

#### **Requirements**

- Hold a bachelor's degree in communications or a related field.
- Have more than three years of experience in a similar position.
- Having a combination of education and equivalent experience is a plus.
- Have excellent proficiency in French and English, as well as in Microsoft 365.
- Having knowledge of field-specific software is an asset.
- Speaking a First Nations language is an asset.
- Have a strong understanding of the education sector, particularly the First Nations education context, as well as the needs and expectations of communities.

#### **Working conditions**



Pension plan, holiday season in addition to annual holidays, flexible cultural holidays, sick days, choice of work schedule, summer schedule (four days a week), possibility of a telework bank, telemedicine, housing available within walking distance, public transport, work-family balance (subject to eligibility requirements).

Kiuna gives priority to First Nations members and Inuit.

**Please submit your application by 4:00 p.m. on May 21<sup>st</sup>, 2026, to [emploi@kiuna.ca](mailto:emploi@kiuna.ca).**

We thank everyone who has expressed interest in this position.

Only selected candidates will be contacted.



## Dig My Story

### Unearth the Past. Discover the Future.

**A paid opportunity for interested youth, ages 18-29**

Ever wonder what it's like to dig up history? Join us for an exciting 5-day hands-on workshop where archaeology comes alive!

Led by the Mokomàn Edge team in KZA, this immersive experience is designed for curious minds who want to actively explore local history using traditional techniques and cutting-edge technology, like drone imagery and digital mapping.

#### What to Expect:

- Daily workshops and guided field work led by two PhD candidates and a graduate of Université Laval's new Microprogram in Archaeology for First Peoples.
- Insight into the field from senior experts at Mokoman Edge.
- A stone tool making workshop by True North Archaeology Services.
- Historical knowledge about the dig site and area, shared by the lot owner and participating elders and community members.
- A Certificate of Participation for successful completion of the program ; participants may be invited to join paid archaeological field projects as assistant field workers and be provided with references.

#### What You'll Learn:

- The basics of archaeology and why it matters
- How to read landscapes and maps to identify potential sites
- How technology like LiDAR and UAV (drones) are changing this field of work
- How to record and share your findings like an archaeologist

**Dates: June 8-12, 2026**

**Time: 8:30 AM – 4:30 PM daily**

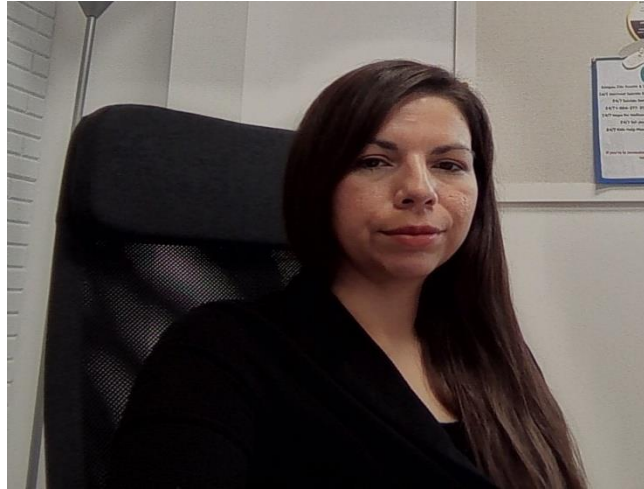
**Location: Dig site (old Whiteduck Homestead on Gatineau River) and the KZA multi-purpose log building**

**Only 6 spots available!** Training allowance \$25.00/hr x 35 hours (KZHRDB)

**Apply now :** [admin@soaringcircle.ca](mailto:admin@soaringcircle.ca) (Attn: Doug Odjick)

This 2<sup>nd</sup> edition of *Dig My Story* is funded by Soaring Circle and the KZA Youth Employment Training Initiative. The Maniwaki Native Friendship Centre will be participating.





Kwey,

My name is Kristy Odjick, and I would like to introduce myself as the new Inclusive Care Worker at Öde Widōkāzowin with Kitigan Zibi Health & Social Services. I am here to provide direction and support for adapted and inclusive wellness programming for children with special needs outside of the education sector.

I can assist families in connecting with services outside of the community, such as CLSC, Pavillon du Parc, Maison de la Famille, CHEO, and other support services. I can also provide guidance through the process of having your child assessed and diagnosed, as well as help families access essential services and supports.

In addition, I can help with completing forms related to Disability Tax Credits once your child has received a diagnosis. I understand that many parents and caregivers can sometimes feel lost, overwhelmed, or unsure of where to start. Please know that I am also here simply to listen and support you in any way that I can.

Please do not hesitate to reach out if there is anything I can do to help support you and your family.

Migwetch,

Kristy Odjick  
Inclusive Care Worker  
Öde Widōkāzowin  
819-449-2323 ext. 2814  
kristy.odjick@kza.qc.ca





\*\*\* **NEW DATE ADDED** \*\*\*

# BELT MAKING WORKSHOP

We added 2 new sessions on

**TUESDAY - MAY 26, 2026**

**SESSION 01 | SESSION 02**  
**11AM-3PM | 5PM-9PM**

\*\*\* **REGISTRATION** \*\*\*

Registration opens **Tuesday - May 19, 2026**

You must call to register at 819-449-2323 - from 1PM to 4:30PM.

Be ready with which session you prefer (must choose one).

**Please do not leave any messages. Call until you receive an answer.**

**There is a limit of 10 spots per session.**

All registered names will be entered into a Wheel of Names, a morning session wheel, or an afternoon session wheel, depending on what you choose. **Participants will be chosen at random for a spot.**

Results will be posted on the KZHSS Facebook Page.

Names that are drawn will also be contacted to be notified.

# FAMILY BOWLING NIGHT



**TUESDAY – MAY 26, 2026**

**5:00PM TO 7:00PM**


FOOD & DRINKS PROVIDED

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THEME OF THE EVENING IS: **MAY FLOWERS**

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REGISTER NOW BY CALLING ÒDE WÌDÒKÀZOWIN

 **819-449-2323**

**\*\*\* LIMITED SPOTS AVAILABLE \*\*\***



ÒDE WÌDÒKÀZOWIN

# TEEN NIGHT

AT ARTHUR'S GOLF LOUNGE AND SPORTS SUITE

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FRIDAY - MAY 22, 2026

6:00PM TO 9:00PM

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PLEASE REGISTER WITH ANNIE COMMANDO BY PHONE

**819-449-2323 EXT 2807**

MEET AT ODE FOR 5:30PM

AGES 13 TO 17



FAMILY WELLNESS



# Family Playdate

*For families with young children*



Friday - May 29, 2026



1:00pm to 2:00pm



Youth Centre Playground

( if it rains, it will be moved inside the Youth Centre )

A place for little ones to interact and play together

Sidewalk chalk art + Bubbles

Snacks and beverages served





## JOB OPPORTUNITY

Open until filled

May 6, 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>	Open until filled

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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.

### **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 ABCdair 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

<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>

### INCUMBENT QUALIFICATIONS

<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>
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	<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> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment;</li> </ul>

	<ul style="list-style-type: none"> <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>
<b>Certification/Licenses to maintain for duration of employment:</b>	<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>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in French</li> <li>▪ Ability to communicate in Algonquin.</li> </ul>

# *Family Wellness* Walk & Picnic



Enjoy the  
outdoors, exercise  
and a picnic!  
**All families welcome!**



**Friday - May 15, 2026**



**12pm to 2 pm**



**Community walkway by the daycare**

Sandwiches, juice, water and snacks will be served.



**FAMILY WELLNESS**  
**BINGO NIGHT**  
**FOR FAMILIES WITH CHILDREN**



 **WEDNESDAY - MAY 20, 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**



HOSTED BY KZ SCHOOL'S SEC. 5

IN COLLABORATION WITH KZHSS SPORTS & RECREATION

# VOLLEY BALL TOURNAMENT

6v6



SATURDAY

MAY 16, 2026

16+ EVENT

KZ SCHOOL GYM

REGISTER INSIDE THE GYM WHEN YOU ARRIVE  
\$5 ENTRY FEE PER PERSON TO PLAY

TEAMS WILL BE MADE ON THE DAY OF THE EVENT

DOORS WILL BE OPEN AT 12:30 PM FOR PRACTICE  
TOURNAMENT STARTS AT 1:00PM

SNACKS AND DRINKS ARE PROVIDED





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

May 7, 2026

POSITION: Kitigan Zibi Education Sector School Nurse  
LOCATION: Kitigan Zibi School  
WORK SCHEDULE: 35 hours a week. Monday to Friday  
TERM: Indeterminate. Full time Standard probationary period  
SALARY: KZA Salary Scale Level 7 \$65, 678.87 - \$82, 098.59  
DUE DATE: May 22, 2026

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Under the supervision of the Director of Education, the Education Sector Nurse strengthens and facilitates the educational process by improving and protecting the health status of children and staff by identifying and assisting in the removal or modification of health-related barriers to the learning and teaching process for individual students at the various schools and education sector programs.

### **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 Building by **Friday May 22, 2026, at 11:00 A.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.



## KITIGAN ZIBI EDUCATION SECTOR

### School Nurse Job Description

<b>GENERAL INFORMATION</b>	
<b>Job Title</b> <b>Category</b> <b>Sector</b> <b>Location</b> <b>Terms</b> <b>Hours</b> <b>Salary</b> <b>Immediate supervisor</b> <b>Date of job description</b>	Nurse Nursing / Healthcare Kitigan Zibi Education Sector (KZES) Kitigan Zibi School (Kikinamadinan) Indeterminate. Standard probationary period 35 hours per week. Monday-Friday As per the KZA salary scale Director of Education April 2026
<b>JOB SUMMARY</b>	
<p>Under the supervision of the Director of Education, the Education Sector Nurse strengthens and facilitates the educational process by improving and protecting the health status of children and staff by identifying and assisting in the removal or modification of health-related barriers to the learning and teaching process for individual students at the various schools and education sector programs.</p>	
<b>RESPONSIBILITIES</b>	<b>KEY DUTIES</b>
<b>Responsible for promoting and protecting the optimal health status of students.</b>	<ul style="list-style-type: none"> <li>• Provides health assessments and identifies deviant health findings.</li> <li>• Obtains a health and developmental history.</li> <li>• Screens and evaluates findings of deficit in vision, hearing, scoliosis, growth, etc.</li> <li>• Observes the child for development and health patterns in making nursing assessments and nursing diagnoses.</li> <li>• Promotes and assists in the control of communicable diseases through preventative immunization programs, early detection, surveillance and reporting and follow-up of contagious disease.</li> <li>• Ensures all students are up to date with their immunizations.</li> <li>• Reports all notifiable diseases to the Direction de santé publique in accordance with Quebec public health legislation and protocols.</li> <li>• Communicates effectively with staff and parents/ guardians regarding the health and safety of their child.</li> <li>• Ensures all student health files are up to date with all pertinent information.</li> </ul>

<p><b>Responsible for developing and implementing a health plan</b></p>	<ul style="list-style-type: none"> <li>• Interprets the health status of pupils to parents and school personnel.</li> <li>• Initiates referrals to parents, school personnel and community health resources for intervention and follow-up.</li> <li>• Provides ongoing health counselling with pupils, parents, school personnel and health agencies.</li> <li>• Recommends and helps to implement modification of education sector programs to meet health related support needs.</li> <li>• Utilises existing health resources to provide appropriate care of students (KZHSS, hospital, CLSC, Paediatrician's office, etc.).</li> <li>• Develops procedures and provides for crisis intervention for acute illness and injury.</li> <li>• Plans and implements education sector management protocols for the child with special needs.</li> <li>• Administers prescribed medication to students following policy.</li> <li>• Ensures that all classroom and facilities within KZES are equipped with First Aid kits and keep fully stocked.</li> <li>• Maintains the nursing clinic/office in an appropriate manner and stocked with necessary medical supplies and equipment.</li> </ul>
<p><b>Responsible to provide health education for students.</b></p>	<ul style="list-style-type: none"> <li>• Participates in health education by teaching students to assume greater responsibility for their own health</li> <li>• Provides direct health education and health counseling to assist students and families in making decisions on health and lifestyles that affect health.</li> <li>• Counsels with students concerning chronic health conditions, mental health issues, diabetes, pregnancy, sexually transmitted diseases and substance abuse, to facilitate responsible decision-making practices.</li> <li>• Serves as a resource person to the classroom teacher and administrator in health instruction.</li> <li>• Orders all materials required for health teaching for all classes.</li> <li>• Provides separate health education classes for Special Education students, to facilitate learning.</li> <li>• Organizes guest speakers to speak with students about health-related issues.</li> </ul>
<p><b>Responsible for participating in research in health-related areas.</b></p>	<ul style="list-style-type: none"> <li>• Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.</li> <li>• Maintains, evaluates and interprets cumulative health data to accommodate individual needs of students.</li> </ul>

<b>Responsible to participate actively with the Odekan (Headstart) Program, the Wazoson (Daycare) Program, KZ and Pakinawatik schools.</b>	<ul style="list-style-type: none"> <li>• Assists in the formation of health policies, goals and objectives for the KZ and Pakinawatik schools, Odekan and Wazoson.</li> <li>• Is present at the KZ school daily. Visits the Pakinawatik School, Odekan and Wazoson on a regular basis for health promotion activities and health screening.</li> <li>• Remains available as an "on-call basis" for first-aid, nursing assessments and intervention for Pakinawatik School, Odekan and Wazoson.</li> <li>• Teaches and promotes health for the Odekan program</li> </ul>
<b>Responsible for abiding by the Code of Ethics and nursing legalities.</b>	<ul style="list-style-type: none"> <li>• Works in accordance to the Code of Ethics (KZA), the Code of Ethics of Nurses (Ordre des Infirmières et Infirmiers du Québec) and Standards of Nursing Practice in Québec.</li> </ul>
<b>Responsible for performing other related duties as assigned or as requested by the designated supervisor.</b>	<ul style="list-style-type: none"> <li>• Participates in staff meetings and committees as mandated</li> <li>• Prepares monthly report of activities to be submitted to the Director of Education.</li> <li>• Acts as a resource person in promoting health careers.</li> <li>• Ensures excellent communication is maintained.</li> </ul>

<b>ACCOUNTABILITY</b>	
	<ul style="list-style-type: none"> <li>• Accountable to maintain a professional approach</li> <li>• Accountable to the Director of Education while collaborating with the Principal, Vice-Principal and Wazoson and Odekan program coordinators</li> <li>• Maintains confidentiality with regards to student medical files</li> <li>• Accountable for performing efficient nursing practices for students and the children.</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Graduate of a Canadian College in the field of nursing (College Diploma) and;</li> <li>• Must possess a valid nursing license and must be able to register with L'ordre des infirmières et infirmiers du Québec.</li> <li>• Experience or focused training in public/ community health.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to speak, read and write in English</li> <li>• Willing and able to abide to the professional Code of Ethics</li> <li>• Good knowledge of Algonquin values and traditions</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>



## **Contract opportunity: Indigenous Art and Culture Liaison**

The City of Ottawa's Arts and Heritage Development Branch is looking to hire an Indigenous Art and Culture Liaison to address unique civic challenges and reframe traditional approaches and solutions by connecting artists with municipal government staff and community. This opportunity will place a Liaison in the Arts and Heritage Development Branch for a period of 12–16 months.

The selected candidate(s) will apply their own creative and cultural perspectives to address operations and procedures in new ways. The Liaison will undertake research and community engagement that will inform the development of an Indigenous Culture Funding Program and Public Art Program processes. The feedback obtained from the work of the Indigenous Art and Culture Liaison will inform a funding program that will support Anishinabe Algonquin and urban Indigenous cultural initiatives, programming and services, as well as impact the processes and opportunities offered by the Public Art Program.

Successful candidates must be members of a recognized First Nation, Inuit or Métis nation. Priority will be given to Anishinabe Algonquin applicants.

Ideal candidates will have the following knowledge and skills:

- experience working with Anishinabe Algonquin Nation
- experience working with Indigenous communities
- lived experience (e.g., first-hand involvement and/or personal experience) with Indigenous arts, culture and traditional knowledge
- knowledge of Anishinabe Algonquin First Nations and urban Indigenous communities in Ottawa
- knowledge of organizations supporting Indigenous communities in the Ottawa area
- transportation plan or driver's licence to reach communities

### **The work to be completed by the Liaison:**

#### **Phase 1: Research and Community Engagement (up to 6 months)**

- Conduct engagement sessions with communities to identify needs, priorities and challenges as they relate to culture in Indigenous communities
- Compile information gathered from the engagement sessions
- Present the findings to the community for validation
- Share the findings with City of Ottawa's Arts and Heritage Development Branch staff

#### **Phase 2: Program Reviews and Evaluation (~6–8 months)**

- Work in residence within the Arts and Heritage Development Branch to learn current operation procedures as they relate to information gathered in Phase 1
- Evaluate current procedures and practices within the Arts and Heritage Development Branch as they relate to information gathered in Phase 1
- Devise a plan to implement change in accordance with evaluation of the Arts and Heritage Development Branch as it relates to information gathered in Phase 1
- Write a report summarizing engagement undertaken, findings, recommendations and actions going forward

### **Timeline to complete this work?**

This work will be carried out between May 2026 and August 2027, with a possible extension of this position to further impact the existing processes and opportunities offered by the City of Ottawa Arts and Heritage Development Branch

### **What does it pay?**

This is a temporary, short-term contract of **up to \$70,000**, inclusive of HST, if applicable (not inclusive of an additional extension).

### **What is the selection process?**

All applications will be reviewed by a panel of City staff and/or representatives of the Anishinabe Algonquin Nation and other urban Indigenous communities, as applicable.

Applications are to include:

- a CV and/or letter of interest
- successful applicants will be asked for proof of membership (recognized First Nation, Inuit or Métis nation card) or letter of support from the community the applicant is a member of

Short-listed candidates will be invited for an interview and may be asked for references.

### **How do I apply?**

Please send your application to [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca) by **Friday, May 22, 2026**. Alternative formats, such as audio/visual applications, will also be accepted.

### **Questions? Need more information?**

If you have any questions about this opportunity, or if you require access and disability accommodations, reach out to Caroline Matt at [caroline.matt@ottawa.ca](mailto:caroline.matt@ottawa.ca) or 613-799-2761.



## **Offre de contrat : Agent de liaison de la culture et des arts autochtones**

La Direction de l'avancement des arts et de la mise en valeur du patrimoine de la Ville d'Ottawa cherche à embaucher un agent de liaison de la culture et des arts autochtones afin de relever des défis uniques à l'échelle municipale et de repenser les approches et solutions traditionnelles en mettant en relation les artistes avec le personnel de la Ville et la communauté. Le titulaire de ce poste, d'une durée de 12 - 16 mois, relèvera de la Direction de l'avancement des arts et de la mise en valeur du patrimoine.

Le ou les candidats retenus mettront à profit leurs propres perspectives créatives et culturelles pour jeter un nouvel éclairage sur les opérations et procédures. Cet agent de liaison devra mener des recherches et consulter la communauté afin de définir les orientations d'un programme de financement de la culture autochtone et des processus pour le Programme d'art public. Les commentaires recueillis grâce au travail de l'agent de liaison de la culture et des arts autochtones permettront de créer un programme de financement qui appuiera les initiatives, les programmes et les services culturels de la Nation Anishinabe Algonquine et des Autochtones vivant en milieu urbain, et auront une incidence sur les processus et les possibilités offertes dans le Programme d'art public.

Les candidats retenus doivent être membres d'une nation reconnue des Premières Nations, des Inuits ou des Métis. La priorité sera accordée aux candidatures reçues des membres de la Nation Anishinabe Algonquine.

Les candidats idéaux posséderont les connaissances et compétences suivantes :

- expérience de travail avec la Nation Anishinabe Algonquine
- expérience de travail avec des communautés autochtones
- expérience vécue (p. ex. participation directe et/ou expérience personnelle) avec la culture, les arts et le savoir traditionnel autochtones
- connaissance des Premières Nations Anishinabe Algonquines et des communautés autochtones urbaines d'Ottawa
- connaissance des organismes qui soutiennent les communautés autochtones de la région d'Ottawa
- plan de transport ou permis de conduire pour se rendre dans les communautés.

**L'agent de liaison doit :**

### **Phase 1 : Recherche et consultation de la communauté (jusqu'à 6 mois)**

- Organiser des séances de consultation pour les communautés afin de cerner les besoins, les priorités et les défis liés à la culture des communautés autochtones.
- Compiler l'information recueillie lors des séances de consultation.

- Présenter les conclusions à la communauté pour validation.
- Présenter les conclusions au personnel de la Direction de l'avancement des arts et de la mise en valeur du patrimoine de la Ville d'Ottawa.

## **Phase 2 : Étude et évaluation du programme (de 6 à 8 mois)**

- Travailler en résidence au sein de la Direction de l'avancement des arts et de la mise en valeur du patrimoine afin de se familiariser avec les procédures opérationnelles actuelles en lien avec l'information recueillie à la phase 1.
- Évaluer les procédures et pratiques actuelles au sein de la Direction de l'avancement des arts et de la mise en valeur du patrimoine en lien avec l'information recueillie à la phase 1.
- Élaborer un plan de mise en œuvre des changements conformément à l'évaluation de la Direction de l'avancement des arts et de la mise en valeur du patrimoine en lien avec l'information recueillie à la phase 1.
- Rédiger un rapport résumant les activités menées, les conclusions, les recommandations et les mesures à prendre pour l'avenir.

### **Quel est l'échéancier pour accomplir ce contrat?**

Ce contrat se déroulera du mois de mai 2026 jusqu'au mois d'août 2027, avec une prolongation possible afin d'améliorer davantage les processus et les occasions existantes offertes par la Direction de l'avancement des arts et de la mise en valeur du patrimoine de la Ville d'Ottawa.

### **Quelle est la rémunération?**

Il s'agit d'un contrat temporaire à court terme d'une valeur maximale de 70 000 \$, comprenant la TVH, le cas échéant (ce montant ne tient pas compte d'une prolongation).

### **Quel est le processus de sélection?**

Toutes les candidatures seront examinées par un comité composé de membres du personnel municipal et/ou des représentants de la Nation Anishinabe Algonquine et d'autres communautés autochtones urbaines, le cas échéant. Les candidatures doivent comprendre :

- un curriculum vitae et/ou une déclaration d'intérêt ;
- les candidats retenus devront fournir une preuve d'appartenance (carte attestant leur appartenance à une Première Nation ou leur statut de Métis ou d'Inuit) ou une lettre d'appui de la communauté à laquelle ils appartiennent.

Les candidats présélectionnés seront convoqués à une entrevue et pourraient devoir fournir des références.

### **Comment dois-je poser ma candidature?**

Veillez soumettre votre candidature à [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca) au plus tard **le vendredi 22 mai 2026**. Les candidatures dans d'autres formats (audio ou vidéo) seront également acceptées.

**Avez-vous des questions ou désirez-vous plus d'informations?**

Si vous avez des questions sur cette offre de contrat, ou si vous avez besoin de mesures d'adaptation en raison d'un handicap, veuillez communiquer avec Caroline Matt par courriel à [caroline.matt@ottawa.ca](mailto:caroline.matt@ottawa.ca) ou par téléphone au 613-799-2761.



# 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>



The Kitigan Zibi Kikinamadinan Fashion Show was an outstanding success! Students had their hair styled by Shannon Tenasco and their makeup applied by Marissa Dube, after which they participated in a photo shoot before the show. Alice Beaudoin captured some remarkable photographs of our youth both before and during the event.

We welcomed guests from Saskatoon, Kahnawake, Ottawa, Kitiganik, and several members of our own community, all of whom contributed to the lineup. To conclude the evening, the students proudly showcased their own hoodies, each crafted in a unique style or pattern, adding an extra flair.

I would like to express my gratitude to the students for their patience and dedication. Sewing can be quite challenging, but we managed to navigate through it together. Migwetc to all the guests who shared their talents at our show, providing students with the opportunity to display their skills. Migwetc to all our sponsors: Soaring Circle, Ottawa Rotary Club, Mini Tipi, and Kitigan Zibi Kikinamadinan, for supplying the time, materials, tools, space, and funding for our sewing program. Migwetc to Alice for the beautiful photographs. Migwetc to Soaring Circle and our Vice Principal, Alison Commando, who generously donated funds to purchase pictures for each student as a special gift to commemorate this occasion. Until next time, stay fabulous!

*Kelly*



## **Kitigan Zibi Anishinabeg Cultural Centre**

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

# **\*\*\*BEAD MAN\*\*\***

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

**Date: May 20, 2026**

**Time: 10:30 am to 6:00 pm**

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

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

## May Grammar Contest

Complete the crossword puzzle below and drop it off at the Cultural Center or email it to [odaminowin2021@gmail.com](mailto:odaminowin2021@gmail.com) before May 26th.



### RANDOM DRAW FOR \$100 GIFT CARD FROM KZ STORE



#### Grammar Note

A negation is used when a person is NOT doing a verb. The grammar frame is in the third person, present tense. The frame is:  
KĀN \_\_\_\_\_ SĪ and translates to s/he is not doing the verb.

kān ijāi	kān namadabesī	kān odaminosī	kān nibesī	kān kiwesī
kān pimosesī	kān pinchigesī	kān nimisī	kān wisinisī	kān podawesī
kān akozisī	kān minikwesī			

#### Across

6. S/he is not sleeping.
8. S/he is not eating.
9. S/he is not sitting.
10. S/he is not walking.
11. S/he is not drinking.

#### Down

1. S/he is not going home.
2. S/he is not cleaning.
3. S/he is not making fire.
4. S/he is not sick.
5. S/he is not dancing.
7. S/he is not playing.
10. S/he is not going.

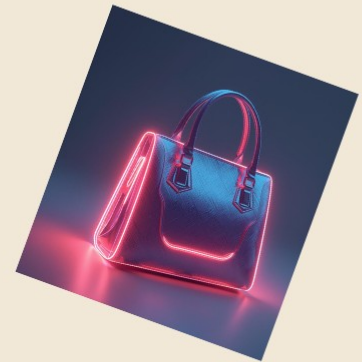


ODEKAN HEADSTART PRESENTS



# 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**



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



# Linguistic Camp 2026

At the Brazeau's

Teachings & Workshops

- Anicinapemowin
- Traditional medicine
- Anicinape legends and values
- Anicinape ways of being and doing
  - Net fishing
- Traditional cooking
  - Crafts
- Theater



Camping des Pins (Parc La Vérendrye)



June 22 to 28, 2026



18-35 years old



To register

ONDINNÖK



# Camp linguistique 2026

## Chez les Brazeau

Enseignements et ateliers :

- Anicinapemowin
- médecines traditionnelles
- légendes et valeurs anicinape
- savoirs-être et faire anicinape
  - pêche au filet
  - cuisine traditionnelle
  - artisanat
  - théâtre



Camping des Pins (Parc La Vérendrye)



Du 22 au 28 juin 2026



De 18 à 35 ans



Inscris-toi

ONDINNÖK





**JOB OFFER**

## Ojitodan Project: A Digital Platform for the Anicinabe Language

# DATA COLLECTION ASSISTANT

**Type:** Employee  
**Schedule:** 8-weeks  
**Schedule:** 35h/week  
**Location:** Work from home (Virtual)  
**Salary :** 20\$/h  
**Start date:** June 8, 2026

You are between 16 and 35 years old? Do you want to help revitalize the Anicinabe language and take part in a meaningful project for Anicinabe communities? The Ojitodan project is hiring a data collection assistant to support the development of a digital platform dedicated to the language, designed by and for Anicinabe people.

Ojitodan is a project aimed at supporting the transmission, reclaiming, and vitality of Anicinabemowin, using digital tools rooted in Anicinabe knowledge, cultural practices, and territory. The collection and organization of linguistic data (words, expressions, etc.) play a key role in developing and creating content for the digital platform and training the AI designed specifically for this platform.

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### Job's description

The data collection assistant will play an active role in promoting Anicinabe language resources. Working alongside the Ojitodan and Heritage Lab teams, this person will be responsible for, among other things:

- Classify and organize lexical resources in the Anicinabe language;
- Organize linguistic data for use in digital dictionaries and for training artificial intelligence tools;
- Support the collection and organization of linguistic inventories, whether digital or physical;
- Occasionally participate in meetings with speakers, elders, and linguistic committees on Anicinabe territory, based on the mandate.





## Skills and Aptitudes required :

- An interest in the Anicinabe language, culture, and the transmission of Anicinabe knowledge;
- The ability to work independently, especially on a computer;
- Curiosity about digital media, technology, or programming (a plus, not a requirement);
- Attention to detail and a proactive attitude;
- Strong writing skills;
- Fluency in French or English, both spoken and written;
- Knowledge of the Anicinabe language or culture (an asset, not a requirement).

To apply, please email your resume and a cover letter to: [info@minwashin.org](mailto:info@minwashin.org)

**Deadline to Apply : May 15, 2026, 4pm**

Only candidates selected for an interview will be contacted.

Given equal qualifications, preference will be given to Anicinabe candidates.



# **HOLY ROSARY CHURCH**

**MAY 17 /26**

**11: 00 AM**

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**Ascension of our Lord**

**WELCOME**

**MASS FOR: Gerry Brennan from family& friends.**

**Chantel, Johanne and Marielle from Nicole &  
Gilles.**

**All souls in Purgatory from Paquette.**