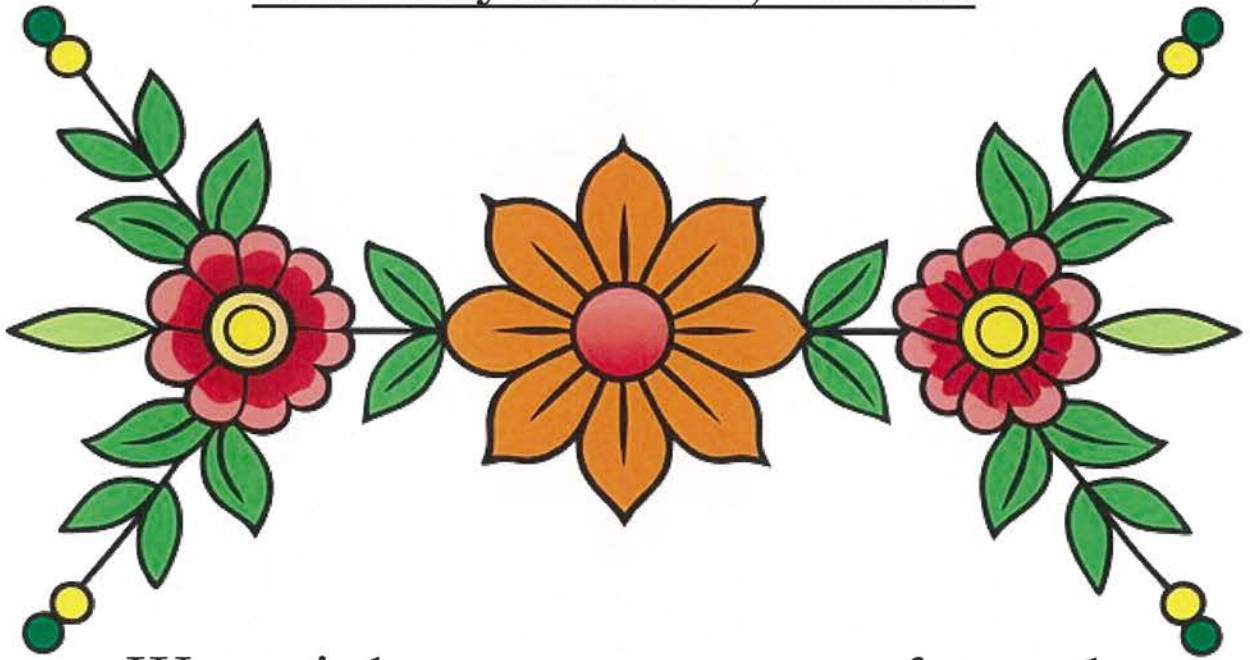


Notice

Please be advised that the
Community Services Administration
Office will be closed for
Kitigan Zibi Anishinabeg Day on
Monday June 1, 2026.



We wish everyone a safe and
enjoyable long weekend.

KZA Community Services Administration Office



KITIGAN ZIBI ANISHINABEG

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

COMMUNITY SAFETY NOTICE

Community members are advised that there have been **possible cougar sightings reported in and around the Kitigan Zibi area**. While sightings have not been confirmed, residents are encouraged to remain alert and take precautions to ensure personal and family safety.

SAFETY TIPS:

- Keep children and pets close when outdoors
- Avoid walking alone in wooded or isolated areas, especially at dawn or dusk
- Do not approach or attempt to follow wildlife
- Secure garbage and outdoor food sources that may attract animals
- If you encounter a cougar:
 - Stay calm and do not run
 - Make yourself appear larger
 - Maintain eye contact
 - Slowly back away
 - Report the sighting immediately

REPORT SIGHTINGS:

If you observe a cougar or signs of cougar activity, please report it to local authorities or community administration as soon as possible.

The safety of our community is a shared responsibility. Please remain aware of your surroundings and help keep Kitigan Zibi safe.

Kitigan Zibi Administration





Joshua Dumont's Wiping of Tears Ceremony April 25, 2026



The **Wiping of the Tears Ceremony** for Joshua was held on **April 25, 2026**. Loved ones gathered to begin the day in a good way. At dawn, a **Sunrise and Sacred Fire Ceremony** was led by Elder Aabidaasoseg, Peter Beaucage, from Nipissing First Nation, accompanied by aunty Jenny Tenasco. The morning was calm and tranquil, setting a comforting tone for the day. Migwetch to the Fire Keepers who kept the **Sacred Fire** burning throughout the day.

Later that morning, a **traditional Spirit Naming Ceremony** was held for family members. Suzanne Dumont received her spirit name, **Giishgatekwe** (Moonlight Woman). Joshua's daughter, and our granddaughter, Mackenzie, received her spirit name **Nangoons** (Little Star). Our grandsons Cale and Silas received their spirit names **Bemaashid** (Soaring Eagle) and **Miskomiigwaans** (Little Red Feather). This was a loving and memorable ceremony for all.

In the afternoon, a **Talking Circle** was led by Elder Aabidaasoseg. The circle was respectful, powerful, and healing. Family, friends, and community members shared raw feelings of pain, joy, laughter, and love. Stories were shared about Joshua's caring and generous nature. The lasting impact he had on everyone fortunate enough to know him was felt by all present.

At the conclusion of the Talking Circle, a **feasting plate** was prepared for Joshua's spirit. A special migwech goes out to our family friend, Pidankoon, Chad Thusky, who presented the family with a beautiful pisitehnagin (feasting plate). The pisitehnagin was made of birch bark, cedar, tobacco, and leather, and was used when making the spirit plate for Joshua.

The **traditional potluck** feast followed. The men in attendance served the Elders, women, children, and then themselves. Migwech to Jolene Commonda and her family for the essential role they played for the feast. Food was graciously provided by family and community members throughout the day, and it was deeply appreciated. Migwetch kakina.

From the bottom of our hearts, we extend a special **migwech** to everyone who helped make this day a beautiful celebration of Joshua's spirit. It was a day filled with beauty, sharing, caring, and healing, honouring the loving memories of Joshua's life. Joshua's Wiping of the Tears Ceremony will never be forgotten.

Jane, Pat, and the boys would also like to present a gift of appreciation to the Kitigan Zibi community and the Algonquin Nation for all the love and support provided to us since Joshua's passing into the spirit world. A **Traditional Healing Tipi** has been assembled in our yard in honour of our son, Joshua. Our hope is that it may support others who are suffering in silence. Please feel free to call us to use this community gift whenever needed.

*Loved ones that we love don't go away,
they are beside us every day in the spirit world,
out of sight and watching over us,
Always loved, missed but never forgotten.*

**Kichi migwech,
The Dumont & McGregor Family**



Kà-Nàgadawenindamodjig Aki, Nibì ashidj Awesinzag
Land, Water and Animals Advisory Committee
313 Fafard St. Maniwaki Quebec, J9E-3B1
819-449-5170 ext:9025

*****MESSAGE FROM LAND, WATER AND ANIMALS
ADVISORY COMMITTEE*****

Wild Garlic, a highly prized spring delicacy is in Season.

Wild Garlic is also listed as a “***Vulnerable Species***” in Quebec.

Due to intensive harvesting and destruction of its habitat, this has greatly affected the plant’s survival. Quebec ministry has begun regulating certain provisions of the “Act respecting threatened or vulnerable species” by restricting the amount harvested per person to 50 bulbs or plants and with steep fines.

The Land, Water and Animals Advisory Committee would like to strongly recommend and encourage you to practice sustainability practices when harvesting Wild Garlic.

Some guiding points when harvesting Wild Garlic

- Harvest enough plants for your personal use only
- When harvesting, cut above ground to prevent damage to bulb crown
- Leave the flowers as the blossoms will mature and drop seeds ensuring the plant natural sustainability
- If you visit late in the summer, collect the ripe black seeds and scatter them nearby to plant new plants
- When harvesting, do Not dig the plants up, uprooting the plant will kill the plant and destroy years of growth. Digging damages the forest floor and exposes underground fungal network

Best method to Harvest Wild Garlic

- Never pull, pulling the plant may cause the plant to tear or accidentally pull-out bulb
 - Do not clear Wild Garlic patch completely
- Do not use a shovel to dig up the plants, as this will destroy the plant, bulb and habitat

Wild Garlic is a part of our diet for substance and flavor. This can be found within our territory, and it has begun to bloom, and we are asking you to be conservative when harvesting wild garlic.

Climate change, global warming, over-harvesting and other factors are affecting our natural resources and habitat.

The Land, Water and Animals Advisory Committee would like to take the time to
Thank you!

REMINDER: It is illegal to sell wild garlic, if sold, it will result in legal matters.

Wild garlic is not a commodity; it is a living plant that supplies us with flavour and medicine.



KITIGAN ZIBI ANISHINABEG

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

Tree Giveaway

When: Friday, June 5, 2026

Time: 9 a.m. – 12:00 p.m.

Where: **Forestry Office**

Rules:

No reservations

First come & First served

Trees available:

Minahig – White Spruce

Pakwanagemag – Red Pine

W̄inisik – Yellow birch

Shingwàk – White pine

Ininatig – Sugar Maple





JOB OPPORTUNITY

Open until filled

May 6, 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:	Open until filled

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 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 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

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
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	<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;

	<ul style="list-style-type: none"> ▪ 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.



May 28, 2026

JOB OPPORTUNITY – 1st POSTING

POSITION: Heavy Duty Cleaner
LOCATION: Kitigan Zibi Health Centre
WORK SCHEDULE: 35 hours a week
ANTICIPATED TERM: June 2026 – October 2026 – 20 week Term Contract.
SALARY: \$26.66 an hour less mandatory employment related costs

Job Summary:

Under the supervision of the Home and Community Care Coordinator, the Heavy Duty Cleaner will provide in-depth, heavy cleaning services for the elderly and eligible clientele who are unable to perform these duties.

Application Requirements:

If you are interested in applying for the position and are able to demonstrate that you meet the basic requirements, please present a hard copy of your:

- a) cover letter and current resume
- b) any documentation and information that support the required qualifications and competencies.
- c) a medical certificate of good health will be required if considered for the position
- d) a clear police reference check will be required if considered for the position.
- d) list of three references with contact information

to the attention of Janet Brascoupe at the Band Office. 1 Paganakomin Mikan, Maniwaki, Quebec, J9E 3B1. The deadline for this position is **June 5, 2026, at 12:00 pm NOON (EST)**.

Contact information:

Email: janet.brascoupe@kza.qc.ca
Phone: 819-449-5170
Fax: 819-449-5673

There will be no interviews. Candidates will be screened based on a check list of all requirements, information contained in their resume, support documentation and three references. Validation will be made of the applicant's education/training/licences.

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. It is the responsibility of applicant to ensure that all documents are submitted on time and confirm if applications are received by Janet Brascoupe.

Your contact information must be current and accurate.



KITIGAN ZIBI HEALTH & SOCIAL SERVICES

Heavy Duty Cleaner Job Description

GENERAL INFORMATION

Job Title : Heavy Duty Cleaner
Category : Custodial
Sector : Kitigan Zibi Health & Social Services
Location : Kitigan Zibi Health Center
8 Kikinamage Mikan
Terms : On Contract - Term Seasonal
Hours : 35 hours per week
Salary : Hourly rate
in accordance with the *KZA Human Resource Policy*
Immediate Supervisor : Home and Community Care Coordinator
Date of Job Description : April 2025

KZHSS MISSION STATEMENT

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

CLIENT SERVICE RESULTS

The Heavy-Duty Cleaner provides in-depth, heavy cleaning services for the elderly and eligible clientele who are unable to perform these duties.

KEY DUTIES

- Cleans all areas within the home, moving and replacing appliances/furniture as required, to thoroughly wash complete surface areas of all walls, ceilings, doors/windows (including ledges/frames, and screens), floors (by washing, or shampooing of carpets), curtains/blinds (removal and reposing), picture frames, appliances (ovens, fridges, stove-fans), light fixtures (ceiling fans), bathroom (including sanitizing of toilet, sink, shower) as well as any additional areas used as living quarters used by client (e.g. basement, enclosed porch, laundry, cold-storage); mixes cleaning solutions and compounds for appropriate surfaces; disposes of garbage and recyclables in proper bins.
- Attends meetings, training, and education sessions as coordinated by the supervisor, completes, documents and hands in In-Home Cleaning reports outlining condition of client's home and accurate account of actual hours worked according to allocated time (e.g. arrival/departure at/from client's house at agreed upon specified time); reports all discrepancies or concerns to the supervisor.

KNOWLEDGE AND SKILLS

- Theories, principles, and practice of Workplace Hazard Information Management Systems (WHMIS).
- Ability to be honest, non-judgmental, and non-intrusive, and to work as a team.
- Knowledge of all relevant KZA/KZHSS policies: KZA Code of Ethics, KZHSS Code of Professional Ethics, KZHSS Policies and Procedures Manual, KZA Human Resources Manual and Privacy Laws.

CONTACTS

- Briefs Supervisor of issues/concerns.
- Maintains positive relationships with clients, co-workers and community members.

MANAGERIAL/SUPERVISORY	
Human Resources:	<ul style="list-style-type: none"> ▪ Not applicable in this position.
Financial Resources:	<ul style="list-style-type: none"> ▪ Not applicable in this position.
Material Resources:	<ul style="list-style-type: none"> ▪ Not applicable in this position.
ENVIRONMENTAL FACTORS	
Psychological and Physical Effort:	<ul style="list-style-type: none"> ▪ Grasps, bends, lifts, carries, moves and pushes objects using proper techniques; sufficient manual dexterity of hand to use scouring pads, towels, squeegees, cleaning cloths, heavy duty gloves required. ▪ 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"> ▪ Working within client homes and/or community buildings ▪ This position requires considerable physical activities on a continuous basis throughout working periods. It may at times be necessary to work in confined spaced and in awkward positions, which require standing, crouching, kneeling, stooping and reaching overhead. ▪ May be required to use a ladder. ▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA;
INCUMBENT QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ▪ Experience in related field preferred.
INCUMBENT COMPETENCIES	
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge and awareness and Algonquin culture and communities.
Abilities:	<ul style="list-style-type: none"> ▪ Monitoring and reporting skills. ▪ Ability to communicate orally and in writing in English;
Personal Suitability:	<ul style="list-style-type: none"> ▪ Discretion, diplomacy, and able to maintain confidentiality. ▪ Reliability. ▪ Mental caliber to withstand or support emotionally charged or potentially unpleasant and/or disturbing situations. ▪ Ability to organize own workload and work independently without close supervision.
Certification/Licenses to maintain for duration of employment:	<ul style="list-style-type: none"> ▪ 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 ▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired. ▪ Must follow all safety precautions and protocols.
Assets:	<ul style="list-style-type: none"> ▪ Ability to communicate in Algonquin and French.

NOTE: The Heavy Duty Cleaner is not authorized to perform duties related to:

- Grooming of pets and pet maintenance.
- Household repairs or renovations.
- Garden maintenance.
- Cleaning clutter from basement area used for storage space.
- Moving heavy furniture/items to basement area or storage shed.
- Painting walls and/or cement floors.

FAMILY WELLNESS PRESENTS

THRIFT SHOPPING AND LUNCH

Thrift shopping in Mont-Laurier
Lunch provided at A&W

Date: June 3, 2026

Time: Leave from Ode at 9:00 am

Arrive back to KZA at 2:30 pm

To register or for transportation (5 spots available) please call Karen at 449-2323, ext. 2808





MEETING FOR SPECIAL NEEDS PARENTS AND GUARDIANS

DATE: MAY 29TH 2026

TIME: 12:00PM-1:00PM

LOCATION: ODE WIDOKAZOWIN BOARDROOM
148 PAGANAKOMIN MIKAN

Kwey,

I am inviting all parents and guardians to meet with me to discuss some ideas for programs and activities for special needs children and families in Kitigan Zibi. I would also like to hear from you regarding the special needs summer day camp and any ideas and recommendations you may have. Please join me on Thursday May 29th at 12:00pm at the Ode boardroom. Lunch will be provided.

Migwetch,
Kristy Odjick
Inclusive Care Worker
Ode Widokazowin
819-449-2323 ext. 2814
Kristy.odjick@kza.qc.ca



Nicholas Stevens Centre Activity Calendar June 2026



SUN	MON	TUE	WED	THU	FRI	SAT
	1 Holiday	2 Closed	3 Nutrition Workshop	4 Bowling	5	6
7	8 Walk Path Pic Nic	9 NSC Bingo	10 Dream Catcher Workshop	11 Bowling	12	13
14	Budget Workshop	16 Self Care Day	17 Nutrition Workshop	18 Bowling	19	20
21 	22 Holiday	23 Wanaki Beach	24 Water Games	25 Last Day BBQ/Music	26	27 
28	29	30				
SUMMER VACATION						



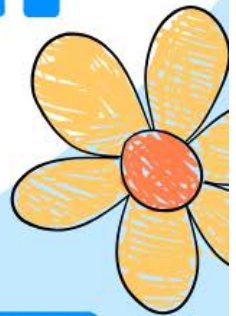
INVITATION

Welcome to Kindergarten

WHEN: Friday, May 29, 2026

TIME: 1:00 - 3:00 PM

WHERE: Pakinawatik School



Learn all about:

- Jr. & Sr. Kindergarten programming
- Language & Cultural development
- Special Education services
- Breakfast, snack & lunch program
- Receive learning & Anishinàbemowin materials
- Receive a Bento lunch box
- Bus ride with your child
- Registration available on-site
- Draw for door prizes!

We hope to see you there!
Kiga wàbindimin ìndì!





- Odekan Headstart - Child Wellness Week June 1-5, 2026



-Please note these activities are for children 0-6yrs old with parental supervision-

Monday
June 1

KZ Holiday

Tuesday
June 2



Bike Rodeo



Bike Rodeo @ Pakinawatik School with KZPD
9:30-10:30 am - Please bring a bike and helmet. Ages 3-6
-Draws for bikes and helmets-

Wednesday
June 3

Evening Cultural Activity

Location @ Cultural Centre under the Arbour / 4:30-6:00pm
-Bannock making over the fire
-Hand drumming with Mariah Smith/Shawnesia Ottawa
-Language Activity with Cathy Tenasco



Thursday
June 4

Bouncy House Evening

Location @ Pakinawatik/Odekan playground 4:30-6:30
-3 Bouncy houses
-Face Painting
-BBQ supper by Justine Cooks - 30 people



Friday
June 5

Draws on CKWE



Summer draws will be done on CKWE during the lunch hour
-"Favourite summer time activity sheet" to be sent in by June
4th, 4pm to be entered in the summer draws



**- Odekan Headstart -
Child Wellness Week
Draw**

For children 0-6yrs old

What is your favourite Summer time
Activity to do with friends/family?

Name: _____
Age: _____
Phone Number: _____

Deadline to submit is Thursday June 4th @ 4pm
Please send to katrina.whiteduck@kza.qc.ca or
drop off at the Odekan Headstart building.
Migwech :)





JOB OPPORTUNITY – 2nd Posting

May 28, 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: June 12, 2026

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 June 22, 2026, at 11:00 A.M. (EST)**.

Contact information:

Email: Myra.Dumont@kza.qc.ca or 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

GENERAL INFORMATION	
Job Title Category Sector Location Terms Hours Salary Immediate supervisor Date of job description	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
JOB SUMMARY	
<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>	
RESPONSIBILITIES	KEY DUTIES
Responsible for promoting and protecting the optimal health status of students.	<ul style="list-style-type: none"> • Provides health assessments and identifies deviant health findings. • Obtains a health and developmental history. • Screens and evaluates findings of deficit in vision, hearing, scoliosis, growth, etc. • Observes the child for development and health patterns in making nursing assessments and nursing diagnoses. • Promotes and assists in the control of communicable diseases through preventative immunization programs, early detection, surveillance and reporting and follow-up of contagious disease. • Ensures all students are up to date with their immunizations. • Reports all notifiable diseases to the Direction de santé publique in accordance with Quebec public health legislation and protocols. • Communicates effectively with staff and parents/ guardians regarding the health and safety of their child. • Ensures all student health files are up to date with all pertinent information.

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

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

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

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

Conditions of employment require the candidate to maintain these licences/certifications throughout employment	<ul style="list-style-type: none">• No criminal conviction related to the field of work and maintain throughout employment.• Must provide medical certificate of good health if required for the position.• Valid First Aid and CPR Training Certification for child and infants or ability to acquire training within three months of hired and maintain certification.• Must follow all safety precautions and protocols.• Legally able to work in Canada.
Assets	<ul style="list-style-type: none">• Ability to communicate in Algonquin and/or French an asset.



Algonquin Community Liaison Officer

TERM Assignment:

Carleton University also welcomes applications from continuing employees. If a Continuing employee is the successful candidate, this assignment will be considered a Term Assignment, and the successful candidate must obtain a leave of absence from their current and substantive position, where applicable. Permission for such leave must not be unreasonably withheld.

In accordance with the University's Employment Equity Program and pursuant to Section 14 of the Ontario Human Rights Code, this selection will be limited to Indigenous peoples. Candidates from Indigenous communities are encouraged to self-identify .

Job Number: J0426-0253

Job Title: Algonquin Community Liaison Officer

Job Type: Term Full Time

Department: Centre for Indigenous Support and Community Engagement

Job Category: Administrative

Number of Positions: 1

Date Posted (dd/mm/yyyy): 14/05/2026

Closing Date (dd/mm/yyyy): 28/05/2026

Salary (with Salary Rate): 75,815.00 - 98,559.00/Year

Assignment Duration From: 25/05/2026

Assignment Duration To: 31/03/2027

Employee Group: Non-Union

Salary Level: NU04

Hours Per Week: 35

Date Position Available: 25/05/2026

About Carleton University

Carleton University is situated on unceded Algonquin territory and bordered by the Rideau River and the Rideau Canal, a UNESCO World Heritage site, in Ottawa, Ontario. The university is just minutes from the heart of our nation's government and G-7 organizations and this capital advantage provides opportunities for staff and faculty and students to make a positive impact in our community and around the world.

Named a Top 100 Employer in 2023, 2024 and 2025, and a National Capital Region Top Employer for 10 consecutive years, Carleton University is one of Canada's most resourceful and productive hubs of learning and research, fuelling a rich talent pipeline that is supporting social and economic renewal. The university's smart, caring and connected community inspires and empowers

individuals to become change leaders who drive impact in the world while challenging conventional modes of thinking and doing. At Carleton, we are committed to fostering an innovative, equitable and welcoming work environment. Carleton is also a nationally certified Healthy Workplace and is a recipient of the Canada Awards for Excellence, Healthy Workplace Order of Excellence and Platinum Level Certification for Mental Health at Work.

The university's [Strategic Integrated Plan 2020-2025](#) is an ambitious vision for the future, anchored in Carleton's strengths and student-centric, community-engaged values.

Duties and Responsibilities:

The Algonquin Community Liaison Officer is responsible for building and sustaining respectful, reciprocal relationships between Carleton University, the surrounding Algonquin communities and other Indigenous communities within the area. The role advances reconciliation through the implementation of Carleton-specific Calls to Action and supports the recruitment, retention, and success of Indigenous students. It also provides strategic guidance on Indigenous engagement, collaborates with community and educational partners, including local school boards, supports culturally grounded student services and programming, and contributes to policies, outreach, and initiatives that promote Indigenous student wellbeing and institutional accountability.

Qualifications:

The incumbent must possess the following qualifications:

- The Kinàmàgawin Report acknowledges that Carleton needs to continue to nurture and maintain strong relationships with the Algonquin communities of Kitigan Zibi and Pikwakanagan. The incumbent must bring knowledge of this important report and Carleton's relationships within these communities.
- As Carleton University is situated within Algonquin territory it is imperative that the incumbent have extensive knowledge of Algonquin history, culture and protocols. Knowledge of the Algonquin language will also be considered an asset. Candidates are encouraged to self-identify if they come from one of these two communities.
- Knowledge of Indigenous experiences in Canada, particularly in the context of education
- Extensive knowledge of Indigenous histories, cultures and traditions
- Significant cross-cultural awareness and understanding as well as experience in working with diverse populations
- Ability to listen and provide non-judgmental support to individuals dealing with challenging situations
- Demonstrated excellence in public speaking, producing promotional materials and workshop design
- Strong facilitation and communication skills
- Demonstrated excellence in oral and written communication
- Excellent organizational, time management and multi-tasking skills
- Demonstrated excellence in and familiarity with Microsoft Office, Excel, publishing programs, website maintenance and social media platforms

- Ability to work flexible hours according to the needs of the Centre as well as ability to work evenings and weekends
- Team player with superior interpersonal & problem-solving skills; strong attention to detail
- Familiarity with the Truth and Reconciliation Commission and Calls to Action

Education and Experience:

The above is normally acquired through the completion of:

- Completion of bachelor's degree in any field
- Minimum of four years of related experience

HR Note:

Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Please note that applicants may be required to complete an employment test as part of the selection process for this position. Those applicants that are selected for an interview will be requested to contact the Human Resource Advisor assigned to this competition as soon as possible to discuss any accommodation requirements. Arrangements will be made to accommodate your request in a timely manner. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

Health and Safety Requirements

This position is regularly required to work on campus in person. In the event of a public health emergency or a health and safety issue, it is possible that you may be required to work temporarily remotely due to public health orders, directives and/or health and safety requirements. If this happens, you will work with your direct manager to set up a remote work environment including discussing appropriate technology and requirements. You are required to follow all University policies and directives, including to set up a safe and confidential workspace in a remote location and ensure all Carleton property (intellectual and other) is safeguarded. If required to work remotely, you will be notified by your manager when working full time physically onsite will resume.

Applications

You must [login first](#) before attempting to apply for any position. You can find the application details here:

<https://carleton.njoyn.com/CL2/xweb/xweb.asp?NTKN=c&clid=53443&Page=JobDetails&Jobid=J0426-0253&BRID=378845&lang=1>

Please confirm that you have updated your candidate profile, if you are a returning applicant. Please note your profile includes important screening information.

The application deadline is **May 28, 2026**.

Job Description

Job Information

Position Number: 297842
Job Title: Algonquin Community Liaison Officer
Manager's Title: Assistant Director, Centre for Indigenous Support & Community Engagement
Level/Grade: NU04
Department: Centre for Indigenous Support and Community Engagement
Month & Year: March 2026

Job Summary

The Algonquin Community Liaison Officer is responsible for building and sustaining respectful, reciprocal relationships between Carleton University, the surrounding Algonquin communities and other Indigenous communities within the area. The role advances reconciliation through the implementation of Carleton-specific Calls to Action and supports the recruitment, retention, and success of Indigenous students. It also provides strategic guidance on Indigenous engagement, collaborates with community and educational partners, including local school boards, supports culturally grounded student services and programming, and contributes to policies, outreach, and initiatives that promote Indigenous student wellbeing and institutional accountability.

Key Accountabilities

Implement the Carleton-specific Calls to Action

- Works towards improving Carleton's goal to become a university of choice for Indigenous students by supporting the implementation of the 41 Carleton-specific Calls to Action
- Supports the Assistant Director in advancing initiatives that move the university towards the goal of implementing a university-wide framework for reconciliation between Carleton and Indigenous peoples in alignment with national and provincial reconciliation initiatives.
- Makes recommendations for and supports the implementation of activities that address these Calls to Action

Manage Community Relationships

- Manages relationships between the Centre, the University and external Indigenous communities and service providing agencies.
- Represents Carleton University and the Centre at various community-based events.
- Fosters working relationships between Indigenous service providers in the larger Ottawa community and Carleton University to increase wellbeing of Indigenous students.
- Travels to Indigenous communities to promote Carleton programs and support services.
- Coordinates with campus and community partners in the delivery and sharing of resources, where appropriate.

Policy Development and Assistance

- Identifies existing policies and practices which adversely affect Indigenous peoples in their access to or participation in employment or study at Carleton
- Recommends and proposes non-discriminatory policy language alternatives

Monitor and maintain Success metrics

- Works with Centre colleagues and partners within Carleton University to measure success in recruitment, retention and graduation of Indigenous students.

Indigenous Student Recruitment

- Liaises with secondary schools in the Ottawa area to share information about Carleton University programs and assist students who would like to submit applications.

Specialized Indigenous Student Support

- Provides support, advice and assistance for Carleton University faculty, staff and student groups as well as relevant committees to support and secure student personal and academic success.
- Assists colleagues in providing workshops to improve cultural capacity and knowledge sharing for Carleton students, faculty, and staff.
- Assists with the coordination of Elders and Knowledge Keepers for the provision of services, traditional teachings, and in their roles as Visiting Elders
- Promotes diverse and holistic approaches to improve overall wellbeing of Indigenous students including coordination of access to Indigenous cultural teachings and practices.
- Assists in organizing social & cultural events that bring staff, students, alumni & faculty together to co-experience Indigenous cultural practices, teachings and traditions.

Other duties

- Work to increase the visibility of the office in online and in-person formats
- Performs other duties as assigned

Core Knowledge, Education, and Experience

- The Kinàmàgawin Report acknowledges that Carleton needs to continue to nurture and maintain strong relationships with the Algonquin communities of Kitigan Zibi and Pikwakanagan. The incumbent must bring knowledge of this important report and Carleton's relationships within these communities.
- As Carleton University is situated within Algonquin territory it is imperative that the incumbent have extensive knowledge of Algonquin history, culture and protocols. Knowledge of the Algonquin language will also be considered an asset. Candidates are encouraged to self-identify if they come from one of these two communities.
- Knowledge of Indigenous experiences in Canada, particularly in the context of education
- Extensive knowledge of Indigenous histories, cultures and traditions
- Significant cross-cultural awareness and understanding as well as experience in working with diverse populations
- Ability to listen and provide non-judgmental support to individuals dealing with challenging situations

- Demonstrated excellence in public speaking, producing promotional materials and workshop design
- Strong facilitation and communication skills
- Demonstrated excellence in oral and written communication
- Excellent organizational, time management and multi-tasking skills
- Demonstrated excellence in and familiarity with Microsoft Office, Excel, publishing programs, website maintenance and social media platforms
- Ability to work flexible hours according to the needs of the Centre as well as ability to work evenings and weekends
- Team player with superior interpersonal & problem-solving skills; strong attention to detail
- Familiarity with the Truth and Reconciliation Commission and Calls to Action

Education

- Completion of bachelor's degree in any field

Experience

- Minimum of four years of related experience

Communication and Stakeholder Management

- Work involves collaboration with student groups, campus services and the community.
- Supports in the development of newsletters, posters, brochures, news articles relating to indigenous initiatives and awareness campaigns

Leadership and Development of Others

- Familiarizes new employees with tasks, duties, practices, and processes

Problem Solving and Decision Making

- Adopts standard operating guidelines for the administration of equity services
- Develops solutions in consultation with the Assistant Director to address any challenges or specific situations in delivering programs and services, which requires integrative thinking

Impact

- Contributes to reputation and/or public images consequence of direct interaction with students

Physical, Visual, Auditory, and Concentration Demands

- On-going requirements for computer-based work.
- May involve occasional travel within Canada.
- May occasionally required to work after office hours or during weekends

Working Environment

- Works in office environment
- Travels to neighbourhood locations within the vicinity of Ottawa, involving one or two hours of drive

Manager's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

ODEKAN BABY CONGRATULATIONS!



**XIOMARA MISAMO
WHITEDUCK**

**Proud Parents
Veronica Del Guzman**

&

Gregory Whiteduck

Proud big sister and brother

Araceli & Ayeni

BORN

May 11, 2026

8 lbs 11 ounces

49 cm

ODEKAN HEADSTART

JUNE 2026



Odeyimin-Kizis - Moon of the strawberry

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Caregiver's Afternoon Out, Please call by 11am to register your child for the afternoon program</p> <p>819-449-2702. Migwech!</p>	<p>1</p> <p>CLOSED</p> <p>KZ Holiday</p>	<p>2</p> <p>Sagabigoni Program 8:30—11:30 am</p> <hr/> <p>Caregiver's Afternoon Out 1:00-3:00pm</p>	<p>3</p> <p>Sagabigoni Program 8:30—11:30 am</p> <hr/> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>4</p> <p>Sagabigoni Program 8:30—11:30 am</p> <hr/> <p>Curriculum Prep/ Cleaning/</p>	<p>5</p> <p>Sagabigoni Program 8:30—11:30 am</p> <hr/> <p>CLOSED</p>	<p>6</p>
<p>7</p>	<p>8</p> <p>Sagabigoni Program 8:30—11:30 am</p> <hr/> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>9</p> <p>Sagabigoni Program 8:30—11:30 am</p> <hr/> <p>Caregiver's Afternoon Out 1:00-3:00pm</p>	<p>10</p> <p>Sagabigoni Program 8:30—11:30 am</p> <hr/> <p>Caregiver's Afternoon Out 1:00—3:00 pm</p>	<p>11</p> <p>Sagabigoni Program 8:30—11:30 am</p> <hr/> <p>Curriculum Prep/ Cleaning/</p>	<p>12</p> <p>Last Sagabigoni Program for summer 8:30—11:30 am</p> <hr/> <p>CLOSED</p>	<p>13</p>
<p>14</p>	<p>15</p> <p><i>Special Activity For Odekan Groups</i></p>	<p>16</p> <p><i>Special Activity For Odekan Groups</i></p>	<p>17</p> <p><i>Special Activity For Odekan Groups</i></p>	<p>18</p> <p>CLOSED For Cleanup</p>	<p>19</p> <p>CLOSED For Clean Up</p>	<p>20</p>
<p>21</p>	<p>22</p> <p>CLOSED</p> <p>Aboriginal Day Holiday</p>	<p>23</p> <p>CLOSED For Cleanup</p>	<p>24</p> <p>CLOSED For Cleanup</p>	<p>25</p> <p>CLOSED For Cleanup</p>	<p>26</p> <p>CLOSED For Cleanup</p>	<p>27</p>
<p>28</p>	<p>29</p> <p>CLOSED For Summer</p>	<p>30</p> <p>CLOSED For Summer</p>	<p>Have a Safe and Happy Summer :)</p>			

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



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

Name _____

May Grammar Contest

Complete the crossword puzzle below and drop it off at the Cultural Center or email it to 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:

KAN _____ SI and translates to s/he is not doing the verb.

kän ijisi	kän namadabesi	kän odaminosi	kän nibesi	kän kiwesi
kän pimosesi	kän pinchigesi	kän nimisi	kän wisinisi	kän podawesi
kän akozisi	kän minikwesi			

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.

The winner of the May Grammar Contest is

Deborah Decontie!

In Loving Memory of Gerry Brennan



We would like to extend our heartfelt gratitude to everyone who generously donated and supported us during this difficult time. Your kindness, compassion, and generosity mean more than words can express.

With sincere thanks to:

Jason Brennan
Louise Buckshot
Valerie Decontie
Brent & Michelle
Tim & Alison
Butch & Donna
Tash Mitchell
Larry & Dale
Maria & Siblings
Lorraine Mayer
Rose & Mugs
Cathy Tenascon
Carol Brennan
David & Joyce
Frances Brennan
Mady Pridham
Tina Decontie
Russel Cote
April & Cam

We would like to extend a special thank you to George and Donna for preparing and serving the meal, as well as to our servers—Aaron Commando, Clint Commando, Anthony Antoniou, and Colten Jerome—for their excellent support.

The family wishes to extend their deepest gratitude to the nurses from the Kitigan Zibi Health Centre for the kind and compassionate care given to their Dad.

A special thank you to Murray for the beautiful honour song and to Auntie Lucy for being our pillar of strength.

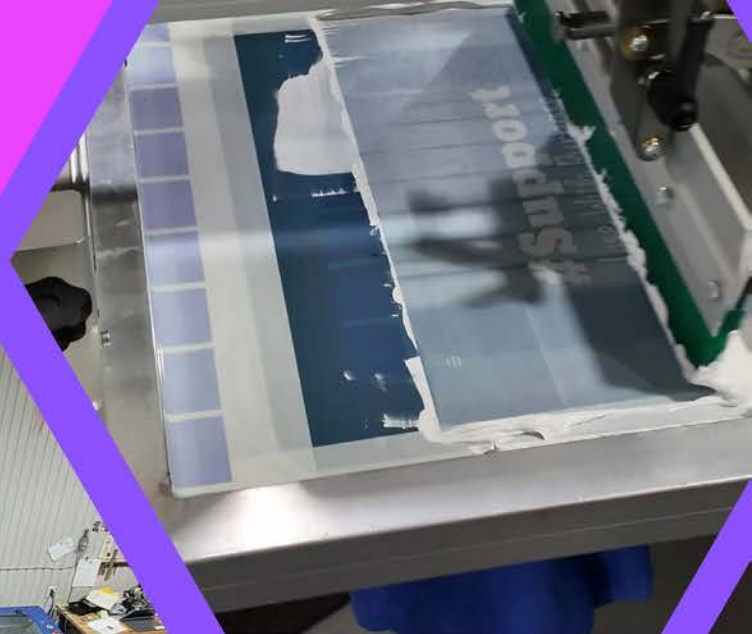
Your support has brought comfort and strength to our family as we honor Gerry's life and memory.

With deepest appreciation,
The Brennan Family

Kate (wife) Children Allen, Maria, Lisa



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For More Information:
Angela Decontie: 819-449-9683
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The Kitigan Zibi Community Hall will be open at 5PM.